MyPage

User manual

economie

FPS Economy, S.M.E.s, Self-employed and Energy

.be

FPS Economy, S.M.E.s, Self-employed and Energy

Rue du Progrès 50
1210 Brussels
Enterprise number: 0314.595.348

0800 120 33 (free number)

SPFEco

@spfeconomie

linkedin.com/company/fod-economie (bilingual page)

instagram.com/spfeco

youtube.com/user/SPFEconomie

https://economie.fgov.be

Publisher:
Séverine Waterbley
Chair of the Board of Directors
Rue du Progrès 50 — 1210 Brussels

Internet version

Last update: 21/02/2025

Table of contents

Introduction

This document contains all the necessary information related to the use of MyPage: a secure customer platform for accessing data on intellectual property titles and related payments.

Among other things, you will find an overview of the types of access, how to request access, how to log in, how to use MyPage, an overview of available data throughout the system and information regarding XML files.[1]

Please note that only one main user (also called "parent user") can be registered per office. This person must request access to MyPage as described under point 3 "Request access to MyPage". Once this access is activated, the parent user can create accesses for the team members (also called "subsidiary users"). The information regarding this procedure can be found under point 6.6. "User Management tab".

If you have any questions on the use of MyPage or in case of problems, please contact the BPP Helpdesk:

- + 32 2 277 51 19
- piie.bpp-helpdesk@economie.fgov.be

[1] Confidential data are blackened throughout this document.

1. What is MyPage?

MyPage is a secure customer platform (like, for example, MyMinfin or MyPension) for accessing your data on national patents, European patents validated in Belgium (hereinafter, European patents), supplementary protection certificates and payments related to those intellectual property rights.

MyPage is NOT a platform for online filing. Online filing is only possible through an electronic filing service such as eOLF (electronic On Line Filing) . You can apply for access to eOLF by sending an email to piie.bpp-helpdesk@economie.fgov.be.

Credit card payments are NOT possible in MyPage. You need to have a current account to execute your payment orders through MyPage.

1.1. Two types of access: payer and portfolio

You can request one of those accesses separately or both together.

1.1.1. Payer access

This access is only possible for patent attorneys, payment agencies and natural persons who have a current account with the Belgian Intellectual Property Office (hereinafter, the Office). For more information on current accounts and payments made by this method, please contact the Financial Services at the following address: piie.accountancy@economie.fgov.be.

With this access, you can consult the data related to your current account, as well as the account statements and the list of payments made. You can also enter individual electronic payment orders or upload such payment orders for large numbers of patents in XML format.

1.1.2. Portfolio access

This access allows patent attorneys registered with the Office to consult the data related to their patent portfolio, as well as the documents in the patent files they manage.

2. Safety instructions while using MyPage

Please always keep in mind that MyPage provides access to sensitive information.

In this context, we provide some tips:

- It is obvious that you should not lend or pass on your personal authenticator to other people and that you keep your PIN/password secret.
- When you are active in MyPage and you leave your computer, please always lock it, or end your MyPage session (Log out).
- After you have been inactive in the MyPage browser for more than 15 minutes, you should refresh the browser. You may also need to log in again.
- Please note that when you give access to MyPage to members of your team, it allows them to pay fees on your behalf.

3. Request access to MyPage (only for new parent users)

Currently, there are two different authentication methods: either with an "EPO smart card or DigiCert" or with the new mehtod "username/password" with two-factor authentication (hereinafter, 2FA).

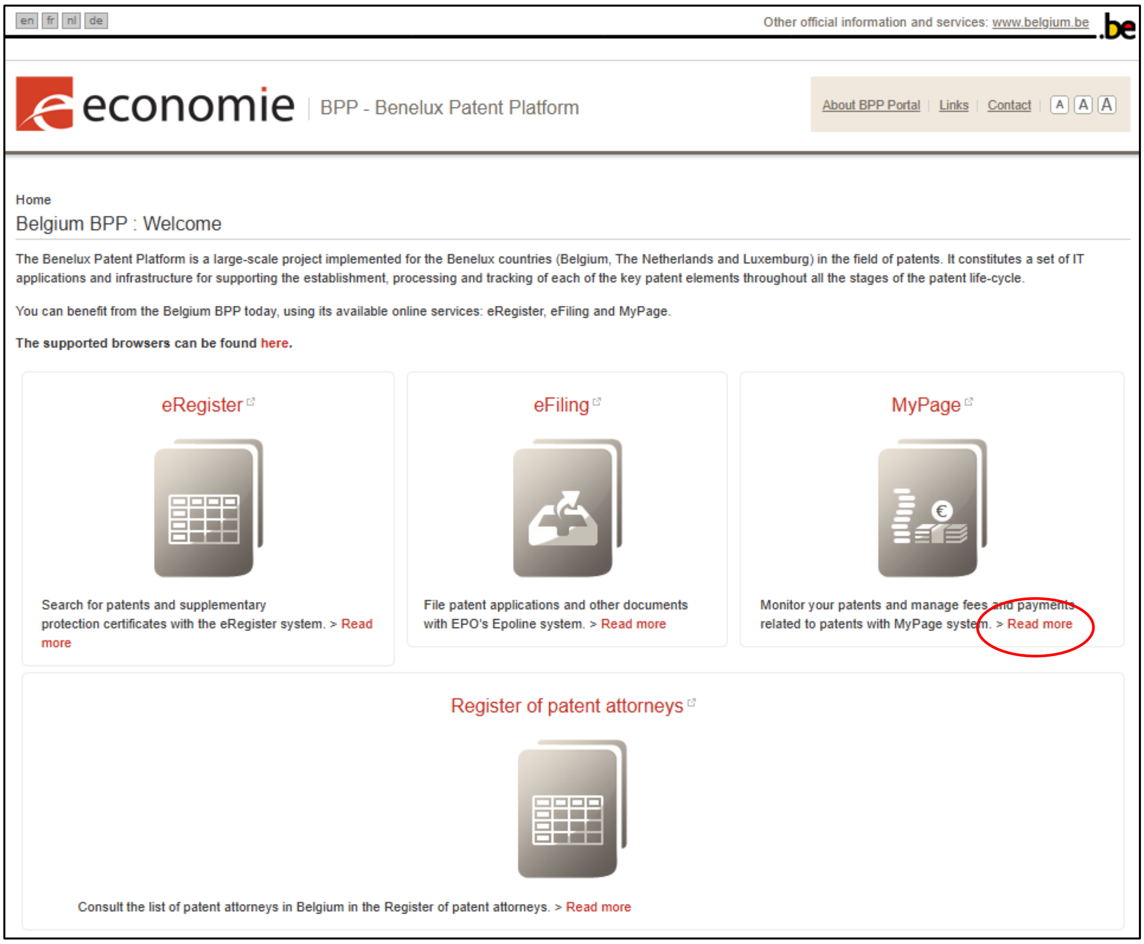
The method with the smart card or DigiCert is valid until 30 September 2025. We advise you to use the new method "username/password" with 2FA as soon as possible.

3.1. Username/password authentication method with 2FA

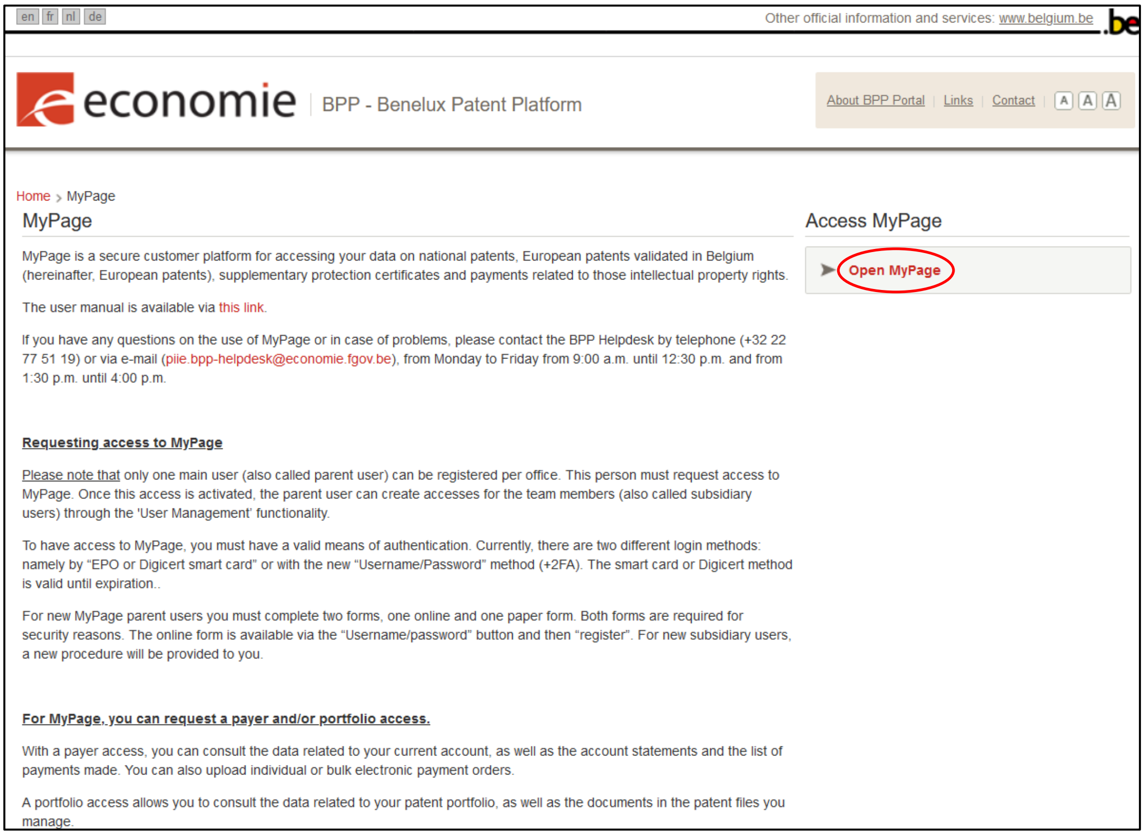
New MyPage parent users must complete two forms, one online and one paper form. Both forms are required for security reasons.

3.1.1. Fill out the online form

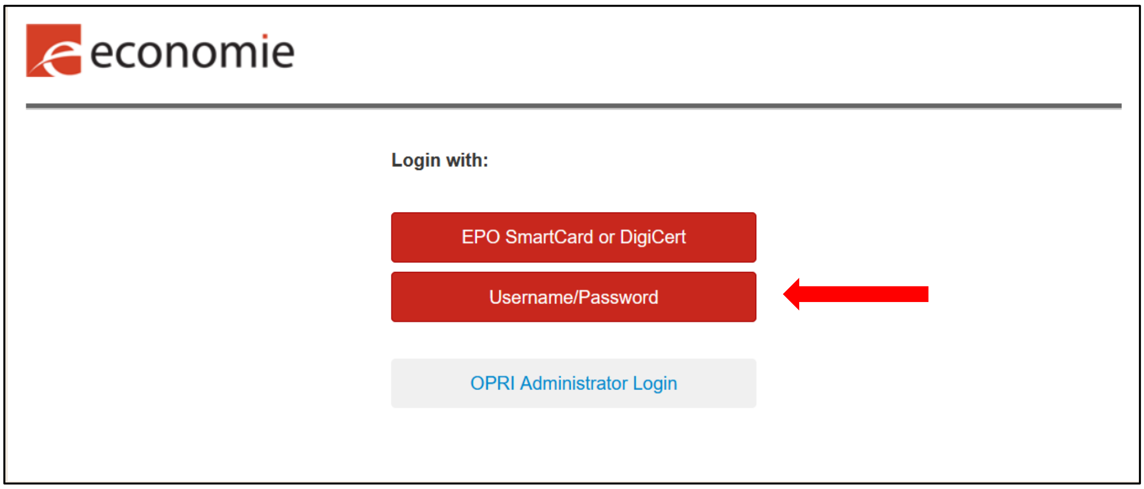
Open the portal of the Benelux Patent Platform (hereinafter, the BPP portal) via the following link: https://mypage.patents.economie.fgov.be. Then click on "Read more" under the MyPage icon.



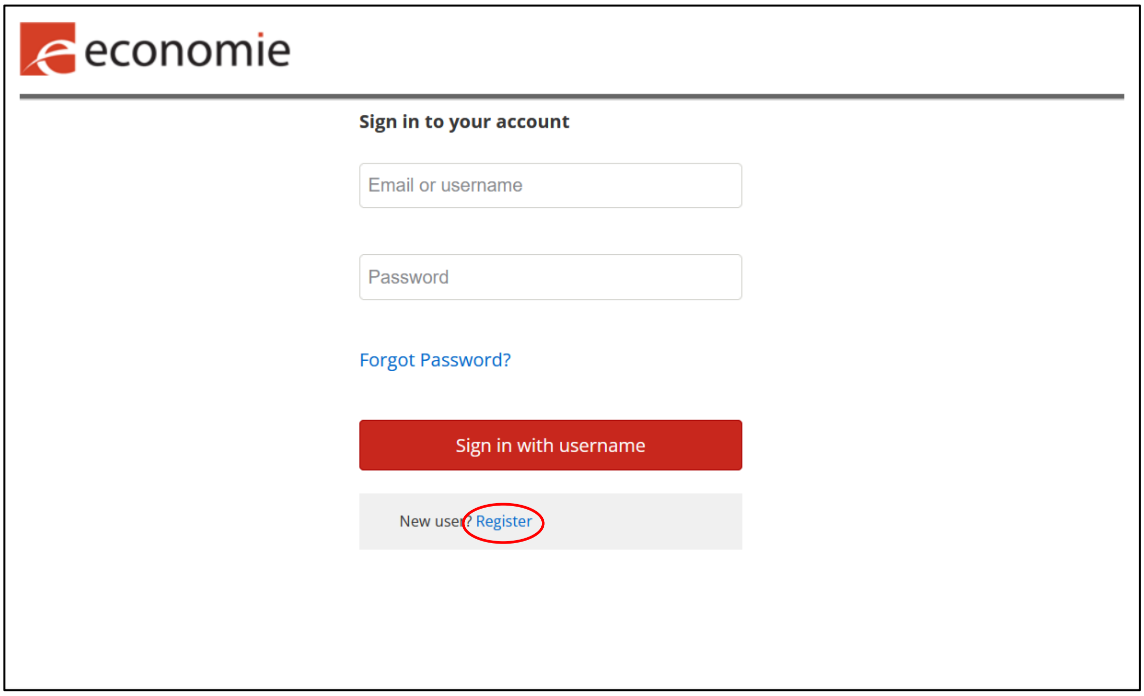
Then, click on the "Open MyPage" button



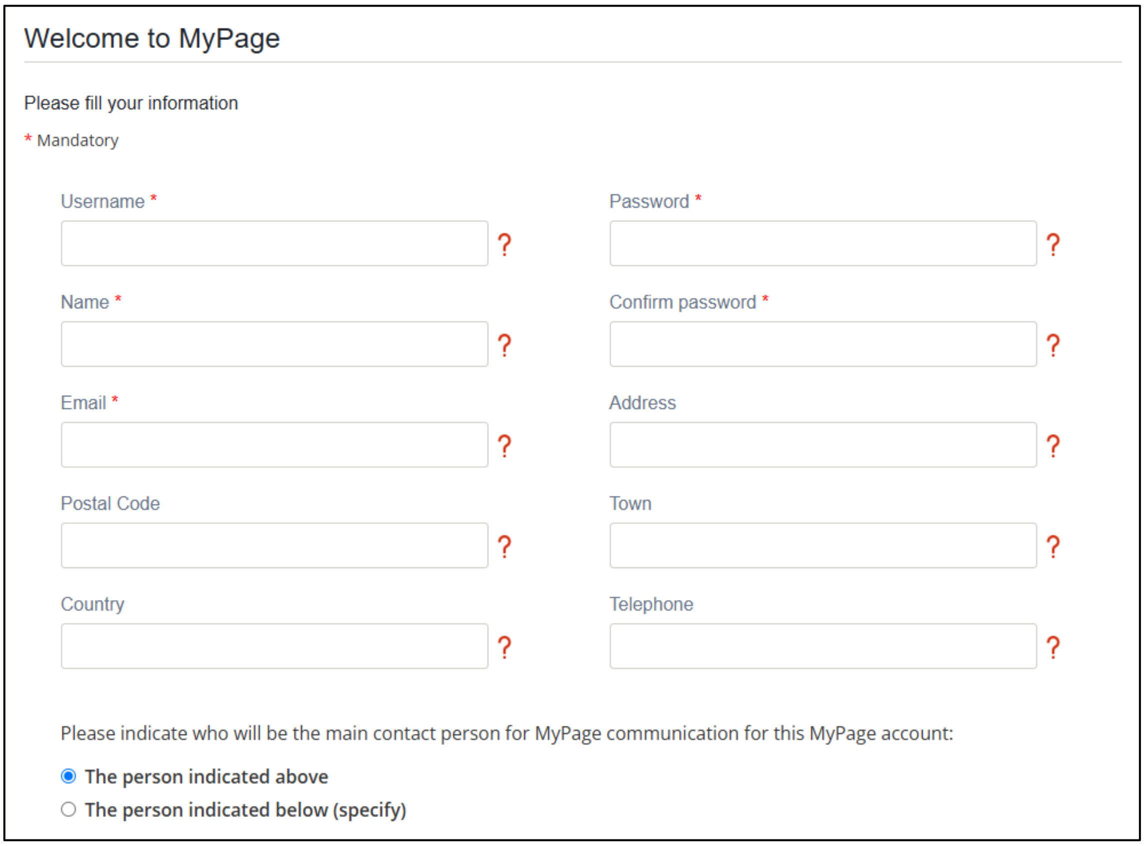
A new window appears showing the 2 authentication methods. You must click on the "Username/Password" button.



A new window appears with the possibility to log in with username and password or the possibility to register for new parent users. You have to click on the “Register” button.



Then, the form below will be displayed. In order to get access to MyPage, it is essential that all fields of the form are filled in correctly. The fields “Contact name” and “Contact Email” at the bottom of the page do not have to be filled in.



Once you click on 'Save', a new window appears:

Welcome to MyPage

⚠ You need to verify your email address to activate your account.

An email with instructions to verify your email address has been sent to your address piie.mypage@economie.fgov.be.

Haven't received a verification code in your email?

Click here to re-send the email.

You will receive the e-mail below and have to click on the verification link.

Dear Melissa Maho,

Please click the link below to submit the request of your registration to MyPage Administrators and verify your email.

Link to e-mail address verification

This link will expire within 30 minutes.

If you did not create this account, just ignore this message.

Yours faithfully,

Office for Intellectual Property

Hereafter, the next window will be shown. Here you have to click on "Click here to proceed" in order to finalise you e-mail address.

Confirm validity of e-mail address [redacted]

» Click here to proceed

Your email address has been verified.

« Please click here to sign in to MyPage.

3.1.2. Fill out the paper form

After completing the online form, you will receive the paper form in Word format as an email. If you do not receive it, you can request it yourself at the following address: piie.bpp-helpdesk@economie.fgov.be.

This form, duly completed and signed, must also be returned to the BPP Helpdesk at the above email address.

Please note: after completing these documents, the Office will analyse your application, open a current account if necessary and activate your access. You will therefore not have immediate access to MyPage. As soon as your access is activated, you will be notified via an automatic email.

Once your MyPage access is activated, please follow the instructions in **section 4.2.** for your first login.

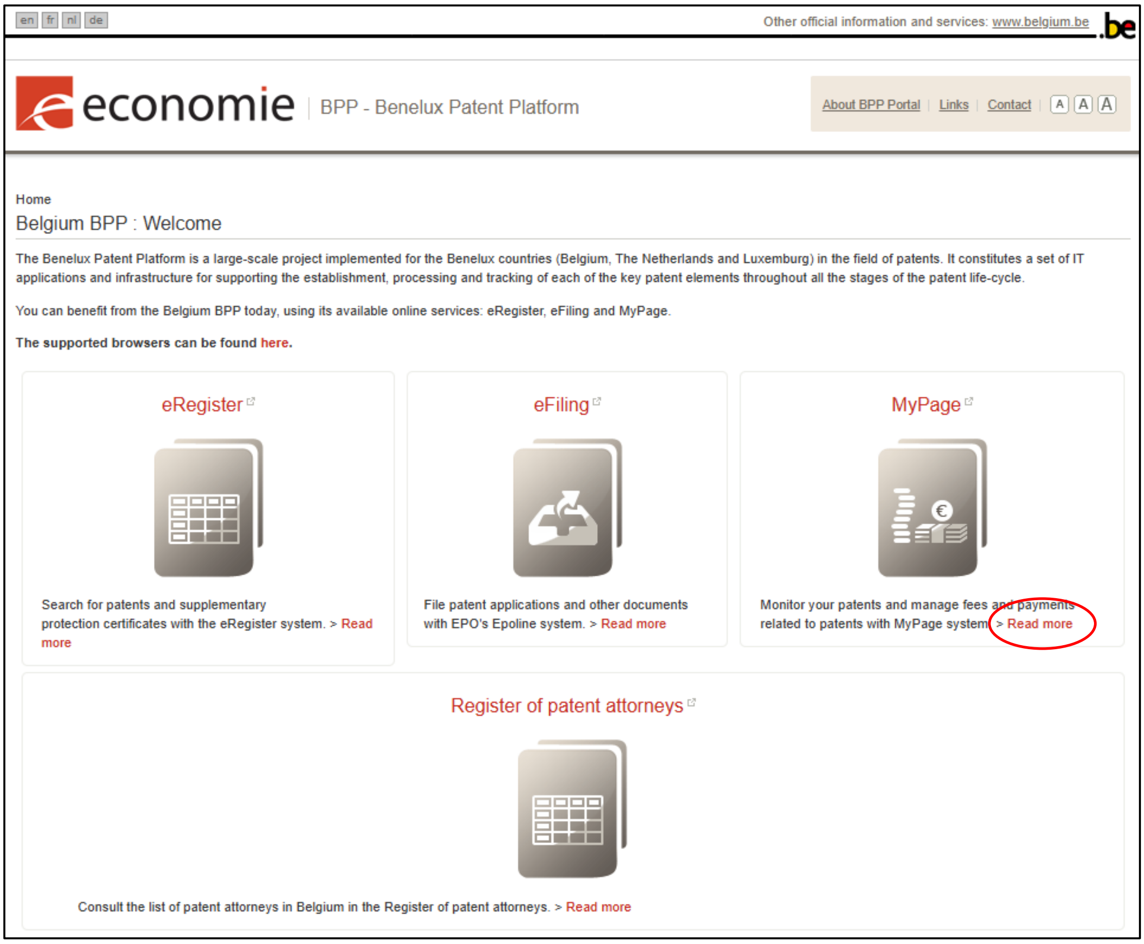
4. Log in to MyPage

Open the BPP portal via the following link: https://mypage.patents.economie.fgov.be.

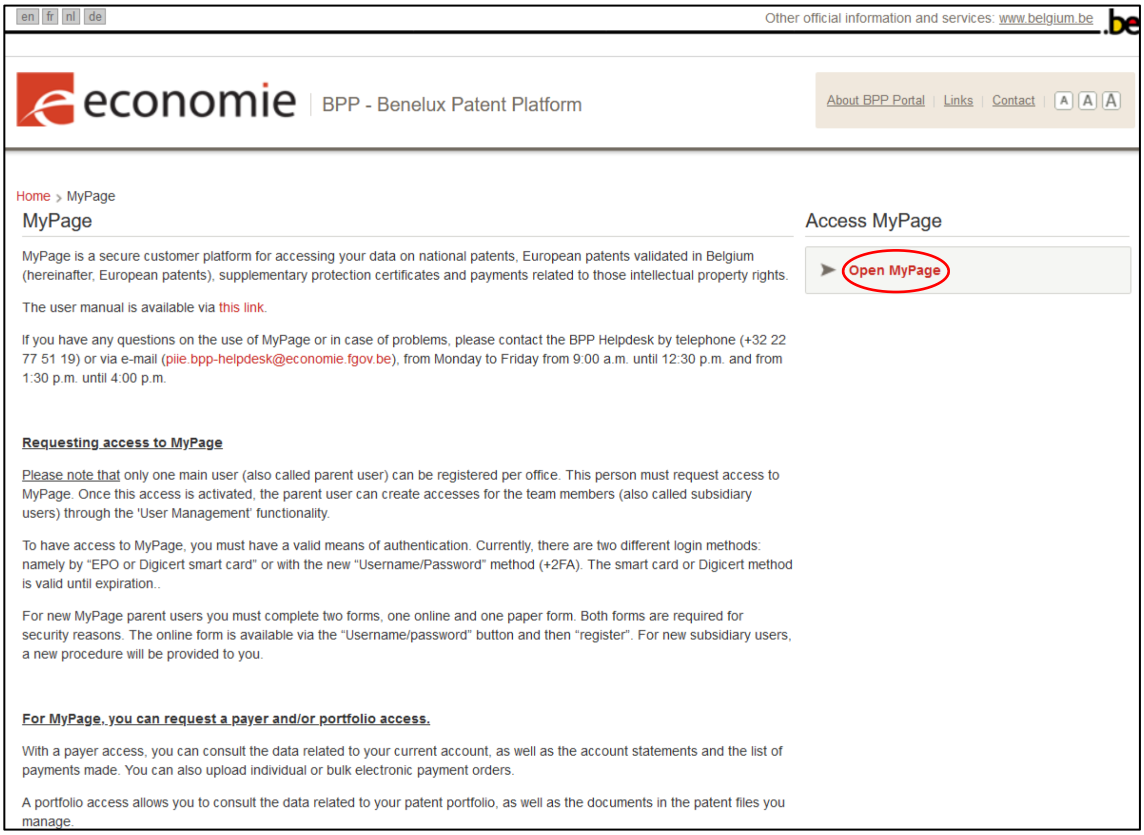
4.1. First connection to MyPage for existing users

To log in to MyPage, it is necessary that your smart card reader is properly connected to your computer and that your smart card is properly plugged in or your DigiCert is correctly installed. Also, keep your PIN/password ready.

Once you are on the BPP portal, click on "Read more" under the MyPage icon.



Then, click on the "Open MyPage" button



en | fr | nl | de
Other official information and services: www.belgium.be

economie | BPP - Benelux Patent Platform

About BPP Portal | Links | Contact

Home > MyPage

MyPage

MyPage is a secure customer platform for accessing your data on national patents, European patents validated in Belgium (hereinafter, European patents), supplementary protection certificates and payments related to those intellectual property rights.

The user manual is available via this link.

If you have any questions on the use of MyPage or in case of problems, please contact the BPP Helpdesk by telephone (+32 22 77 51 19) or via e-mail (piie.bpp-helpdesk@economie.fgov.be), from Monday to Friday from 9:00 a.m. until 12:30 p.m. and from 1:30 p.m. until 4:00 p.m.

Requesting access to MyPage

Please note that only one main user (also called parent user) can be registered per office. This person must request access to MyPage. Once this access is activated, the parent user can create accesses for the team members (also called subsidiary users) through the 'User Management' functionality.

To have access to MyPage, you must have a valid means of authentication. Currently, there are two different login methods: namely by "EPO or Digicert smart card" or with the new "Username/Password" method (+2FA). The smart card or Digicert method is valid until expiration..

For new MyPage parent users you must complete two forms, one online and one paper form. Both forms are required for security reasons. The online form is available via the "Username/password" button and then "register". For new subsidiary users, a new procedure will be provided to you.

For MyPage, you can request a payer and/or portfolio access.

With a payer access, you can consult the data related to your current account, as well as the account statements and the list of payments made. You can also upload individual or bulk electronic payment orders.

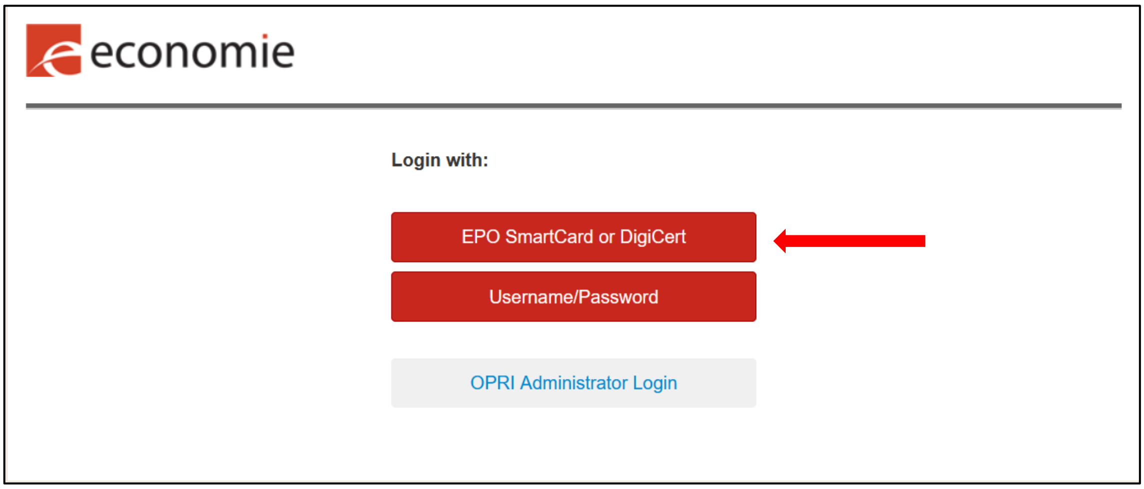
A portfolio access allows you to consult the data related to your patent portfolio, as well as the documents in the patent files you manage.

Access MyPage

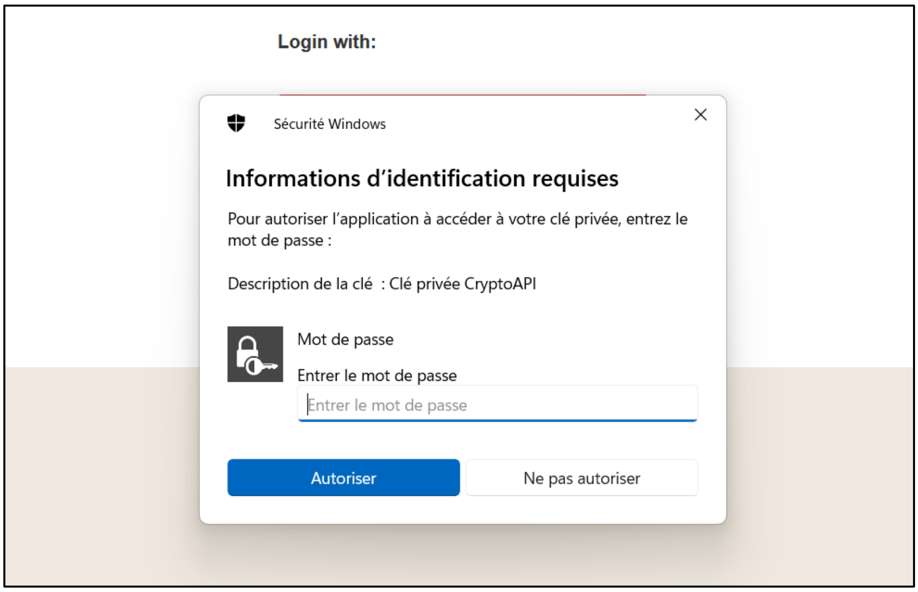
Open MyPage

A new window appears showing the 2 connection methods. **You MUST click on the "EPO SmartCard or DigiCert" button.**

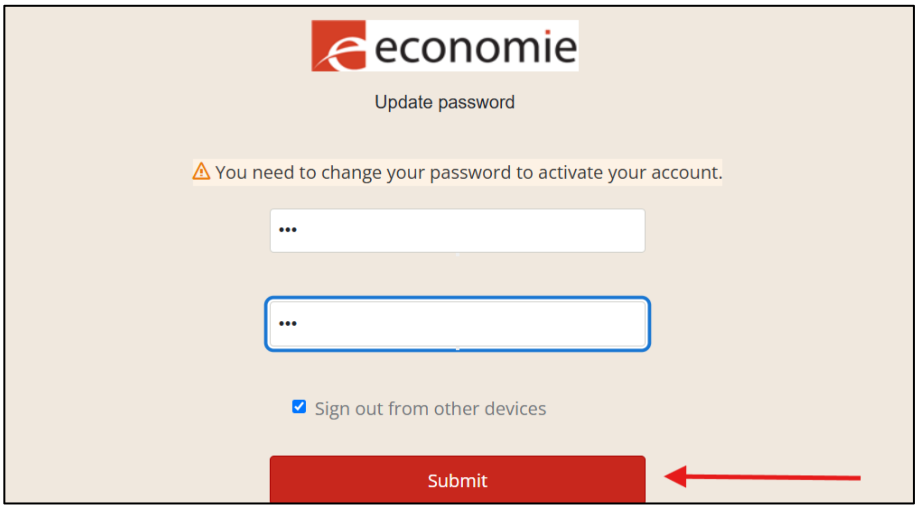
Note: This is the only option an existing user needs to follow when logging in for the first time after the maintenance of 6 December 2024.



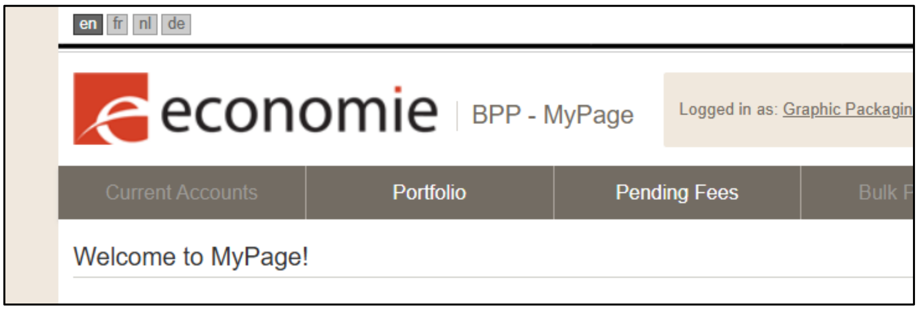
Select your EPO smart card or DigiCert from the drop-down list and enter your PIN or password. Click on "OK" or "Allow."



Now set your password and click on the "Submit" button. We recommend choosing a strong password and not a basic one.



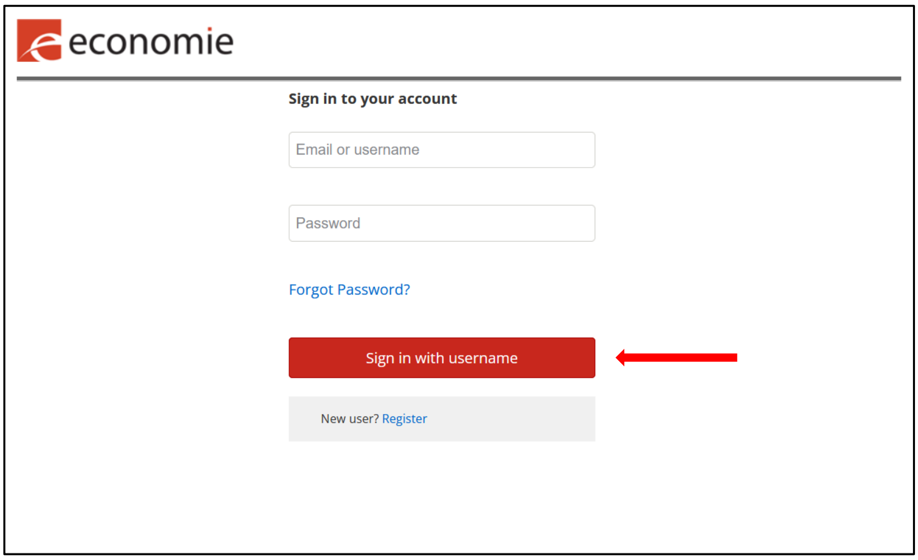
You are now successfully logged in to MyPage*.



** A user can have access to multiple accounts in MyPage. If this applies to you, the next step is to select an account.*

4.2. First connection to MyPage for new parent users

The very first time you choose to log in with your username/password, you enter your credentials (i.e. your email address and the password you chose in the online form – see **section 3.1.1.**) and click "Sign in with Username".



The system displays the following page, prompting you to:

1. Download one of the authenticator apps on your smartphone.

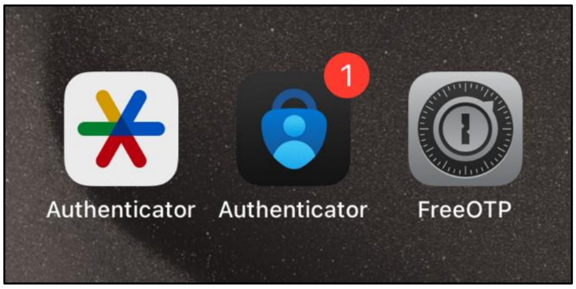
2. Scan the QR code to set up 2-factor authentication.

3. Enter the 6-digit code provided by the app.

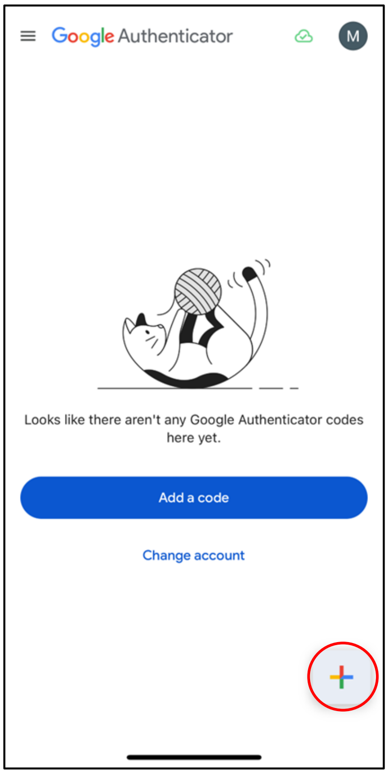
On the next page, you will find an example based on Google Authenticator.

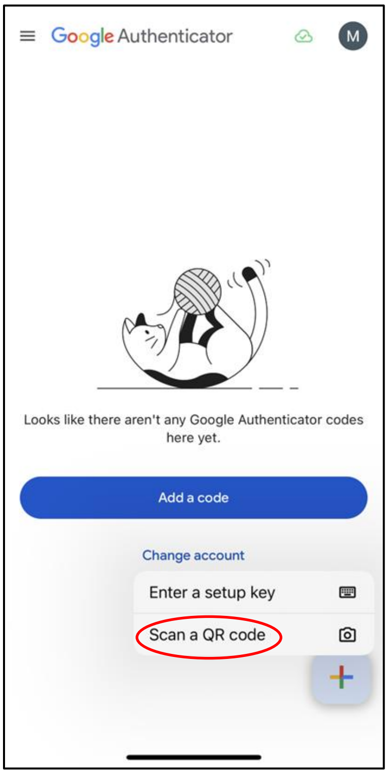
Example:

1. Make sure you have one of the recommended authenticator apps installed on your smartphone.



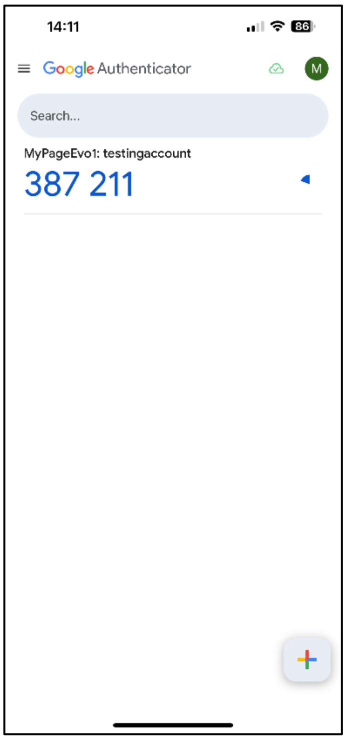
2. Open the app, click on the "+" button and select the "Scan a QR code" button.

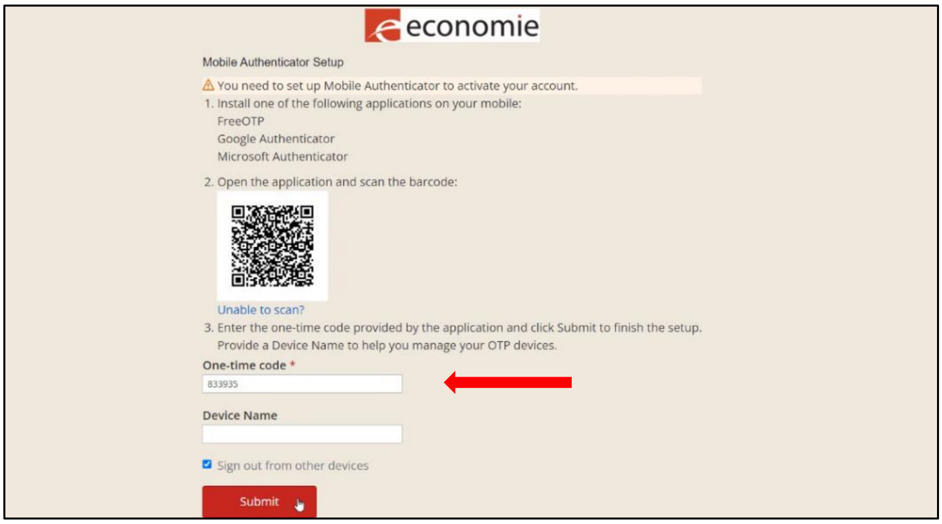




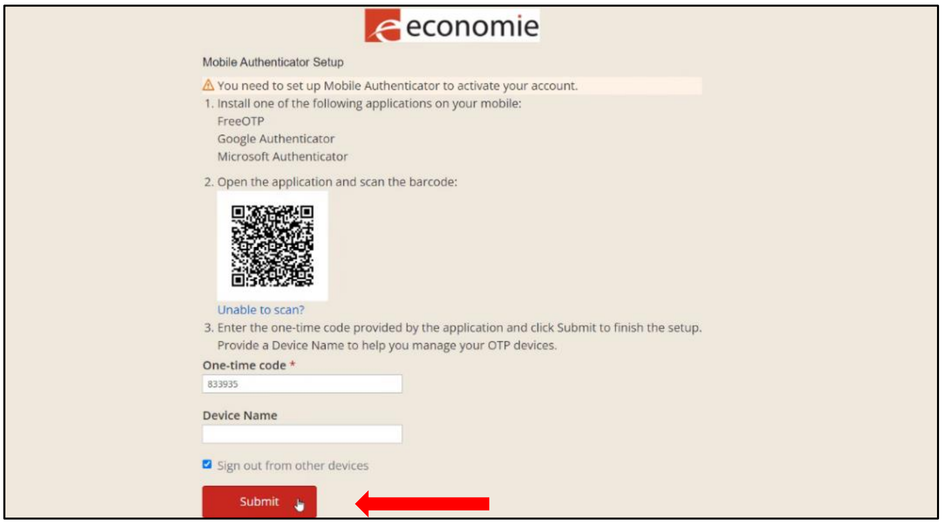
3. Scan the QR code you see on the screen.

4. In the field "One-time code", you enter the 6-digit code that you see on the authenticator app installed on your smartphone.

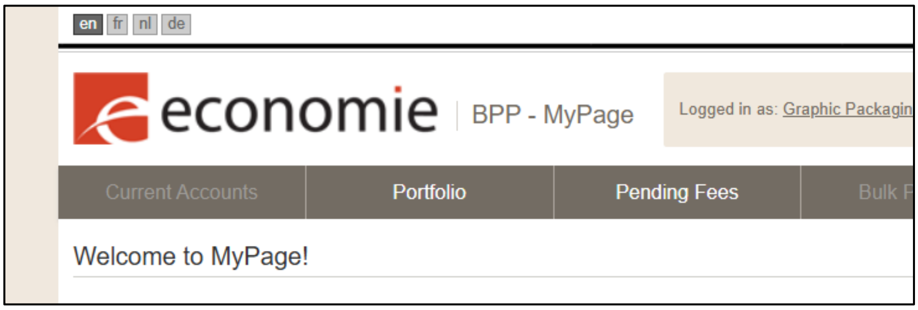




5. Click on the "Submit" button.



6. You are now successfully logged in to MyPage*.



** A user can have access to multiple accounts in MyPage. If this applies to you, the next step is to select an account.*

4.3. How to log in after setting up your password?

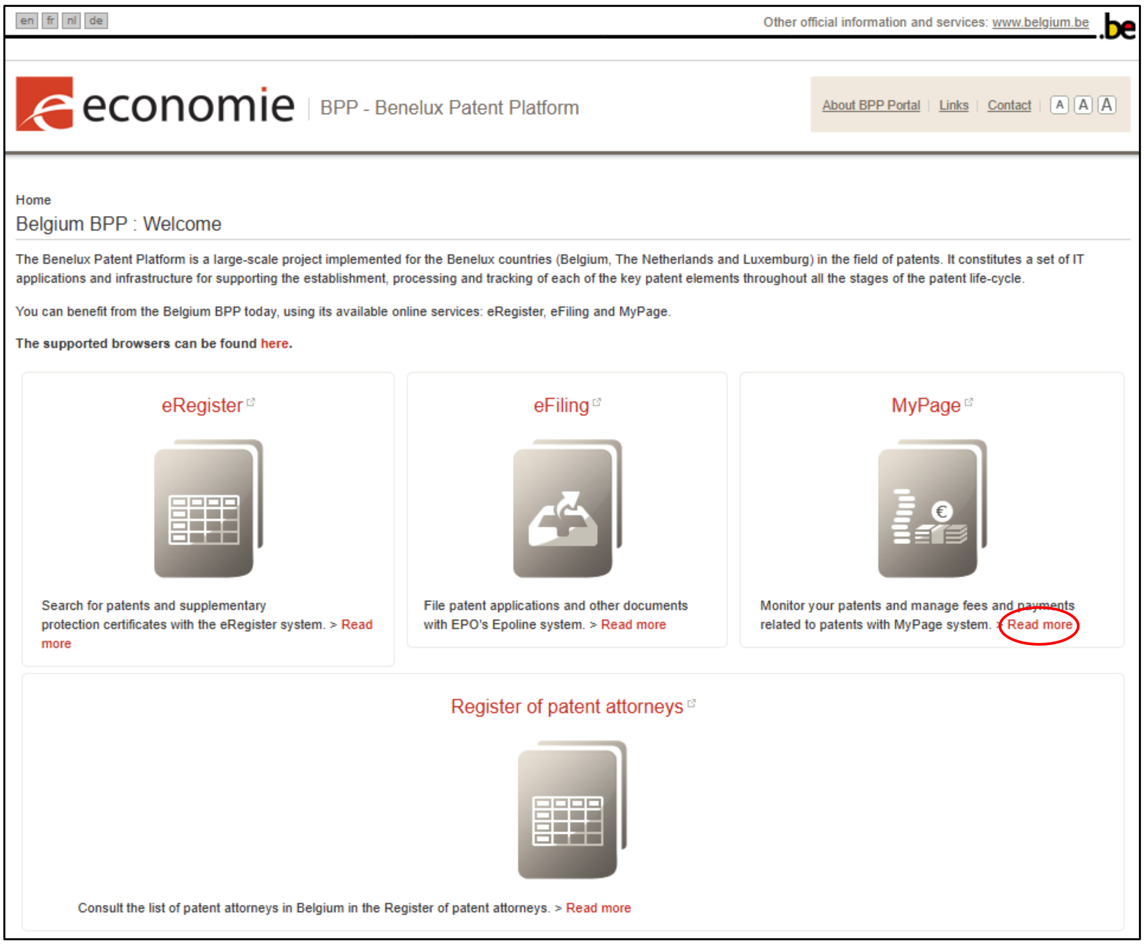
Once you have set up your password during your first login (see **sections 4.1. and 4.2.**), you will be able to log in using two different login methods: "EPO smart card or DigiCert" or the new method "username/password" with 2FA as described below.

The method with the smart card or DigiCert is valid until 30 September 2025. We advise you to use the new method "username/password" with 2FA as soon as possible.

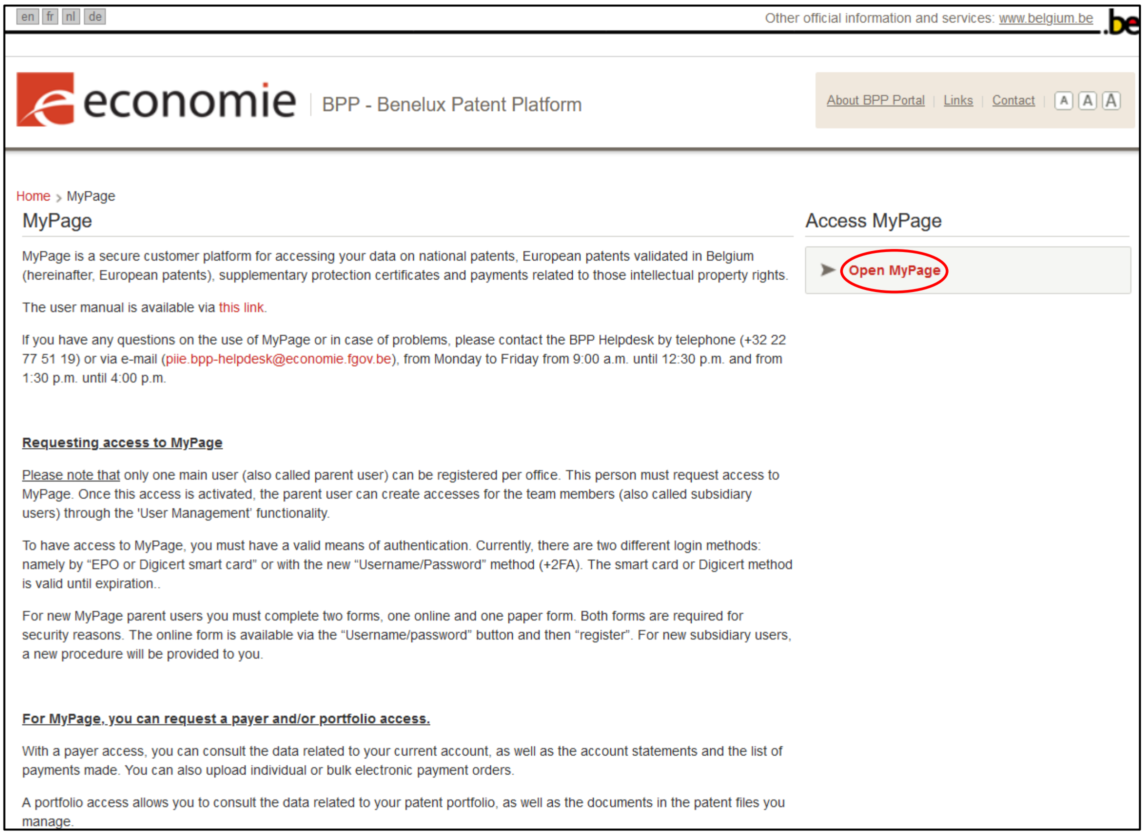
4.3.1. Authentication method with EPO smart card or DigiCert

To log in to MyPage, it is necessary that your smart card reader is properly connected to your computer and that your smart card is properly plugged in or your DigiCert is correctly installed. Also, keep your PIN/password handy.

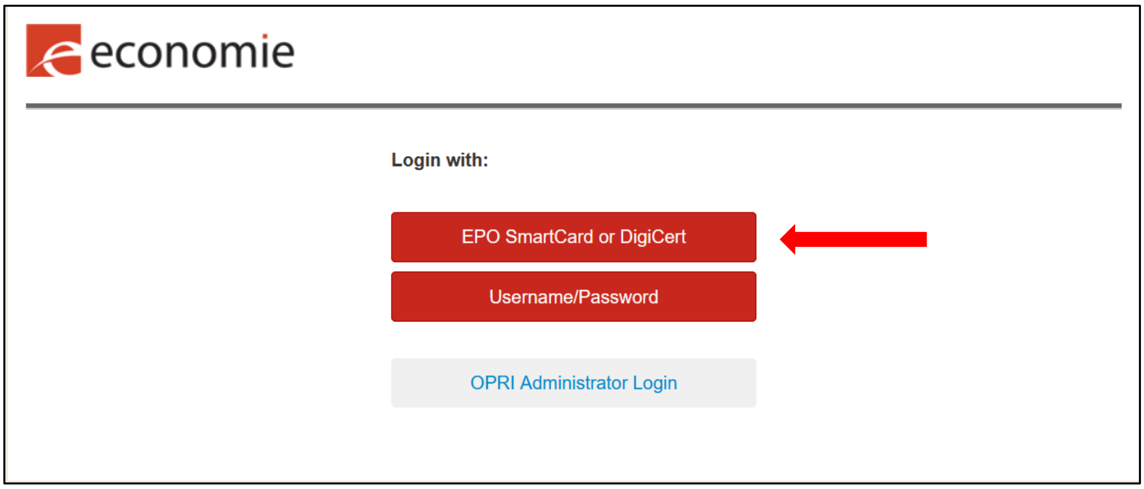
Once you are on the BPP portal, click on "Read more" under the MyPage icon.



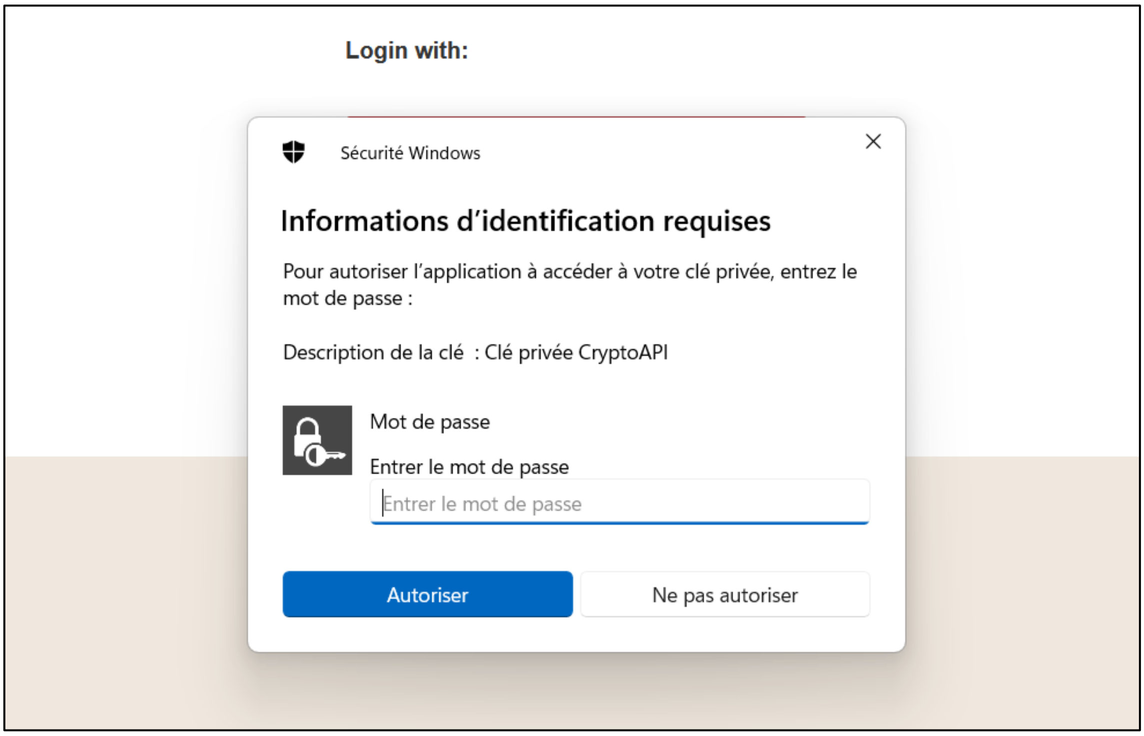
Then, click on the "Open MyPage" button



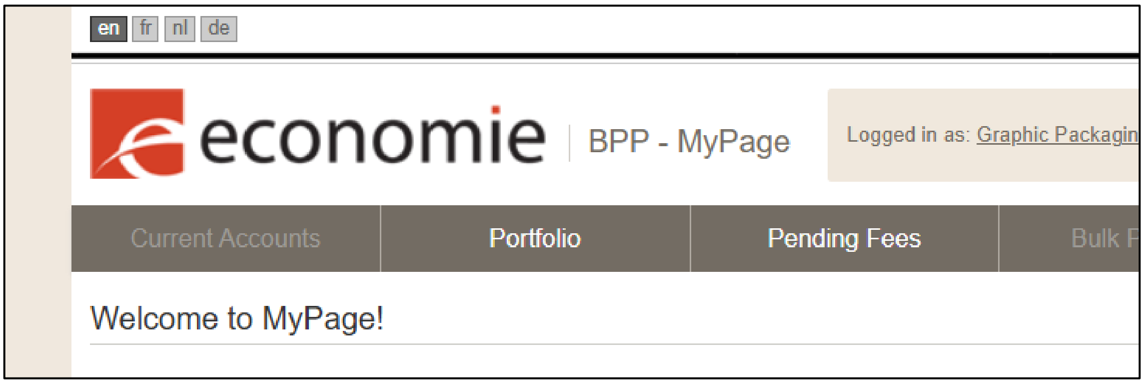
A new window appears showing the 2 authentication methods. You must click on the "EPO SmartCard or DigiCert" button.



Select your EPO smart card or DigiCert from the drop-down list and enter your PIN or password. Click on "OK" or "Allow."



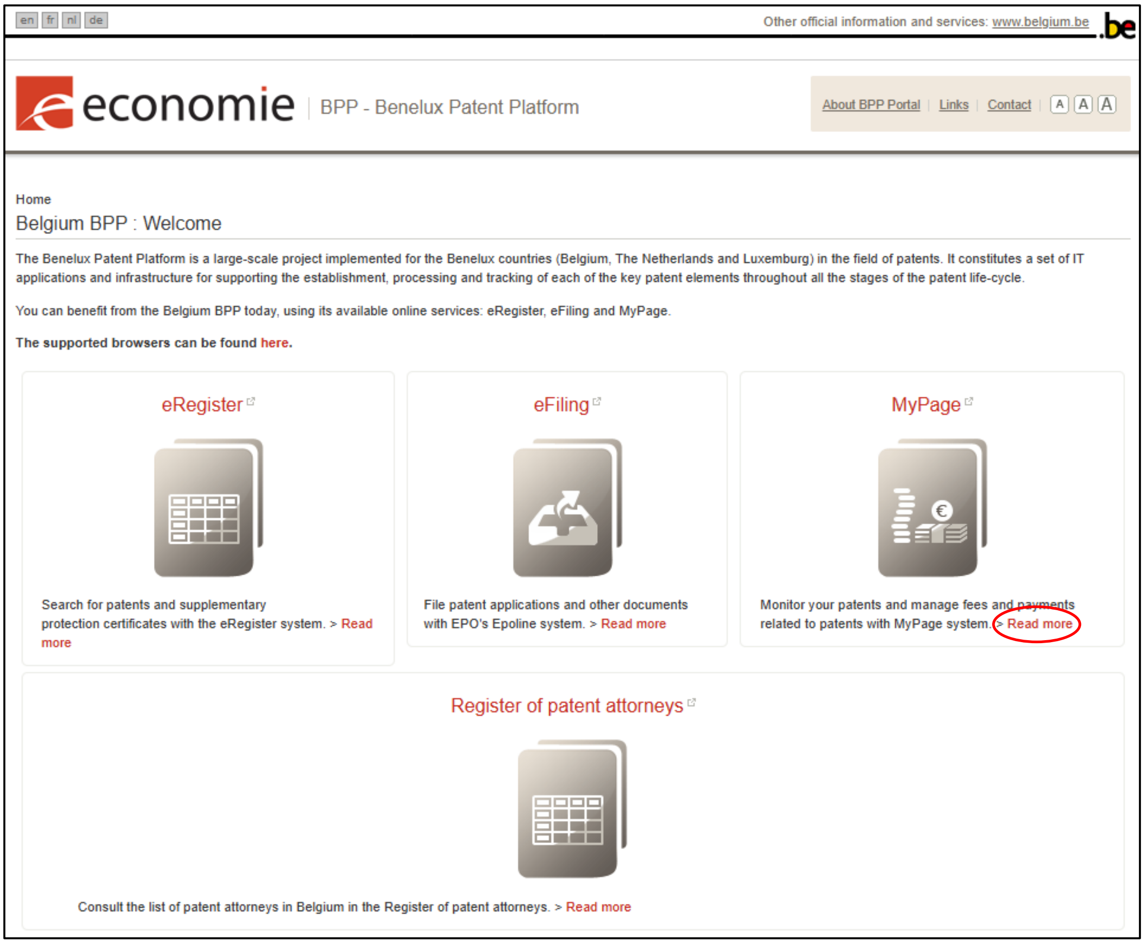
You are now successfully logged in to MyPage*.



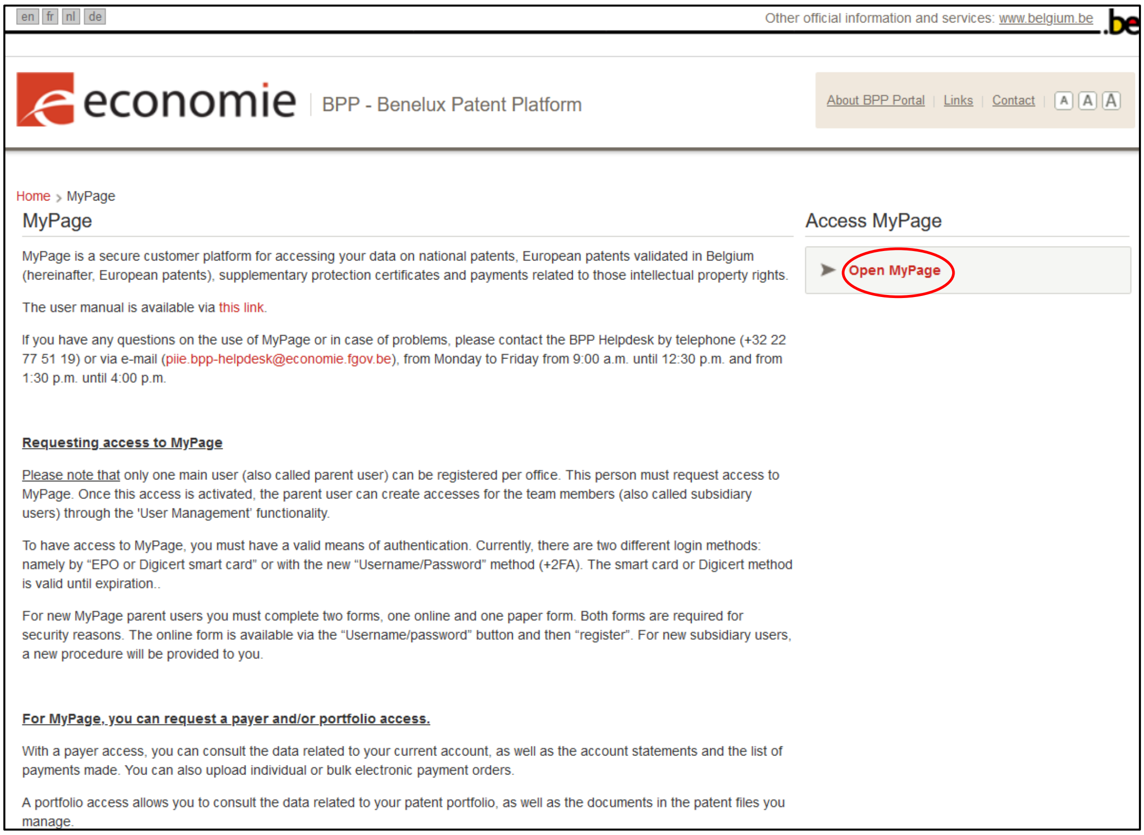
** A user can have access to multiple accounts in MyPage. If this applies to you, the next step is to select an account.*

4.3.2. Authentication method with username/password and 2FA

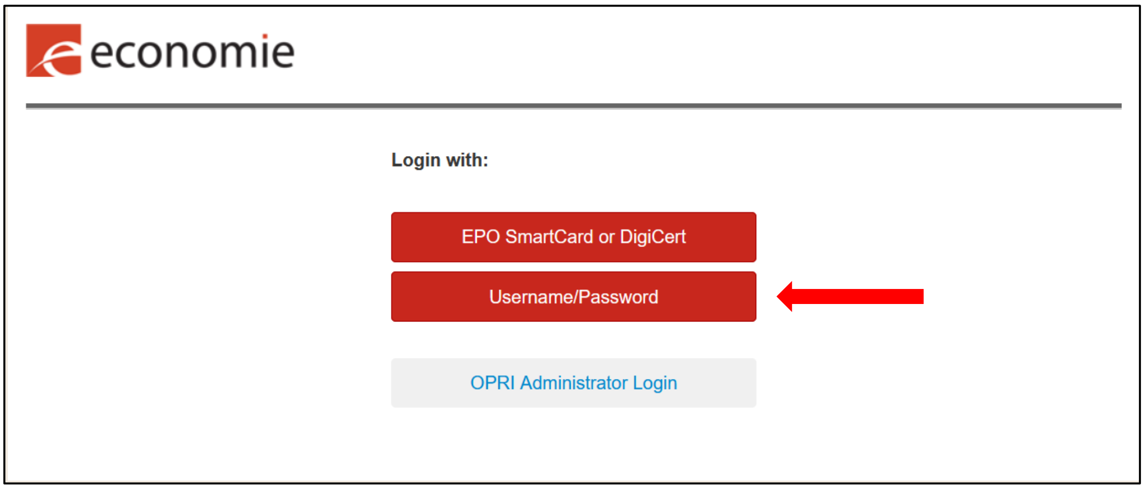
Once you are on the BPP portal, click on "Read more" under the MyPage icon.



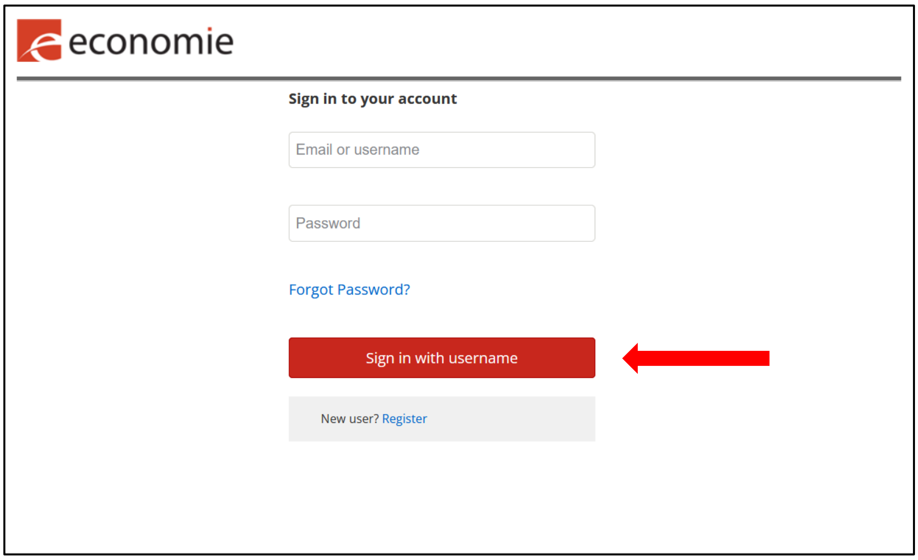
Then, click on the "Open MyPage" button



A new window appears showing the 2 authentication methods. You must click on the "Username/Password" button.

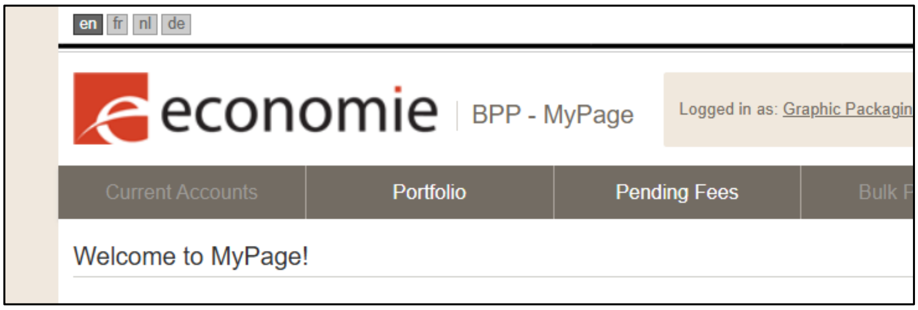


Fill in your username (your email address registered in MyPage) and your password. Then click the "Sign in with username" button.



Enter the 6-digit code from the authenticator app (if two-factor authentication has been set up - see **section 4.2.**) and click the "Sign In" button.

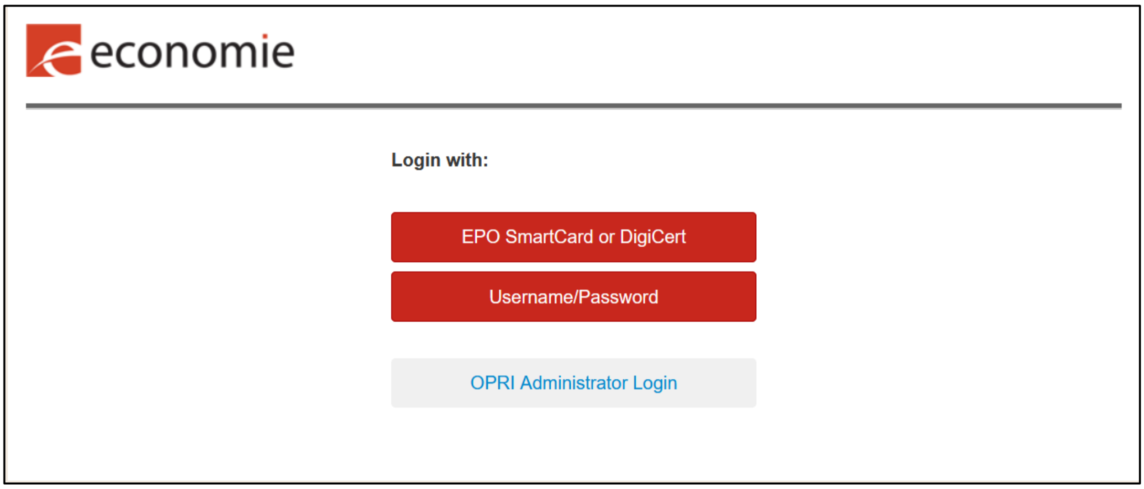
You are now successfully logged in to MyPage*.



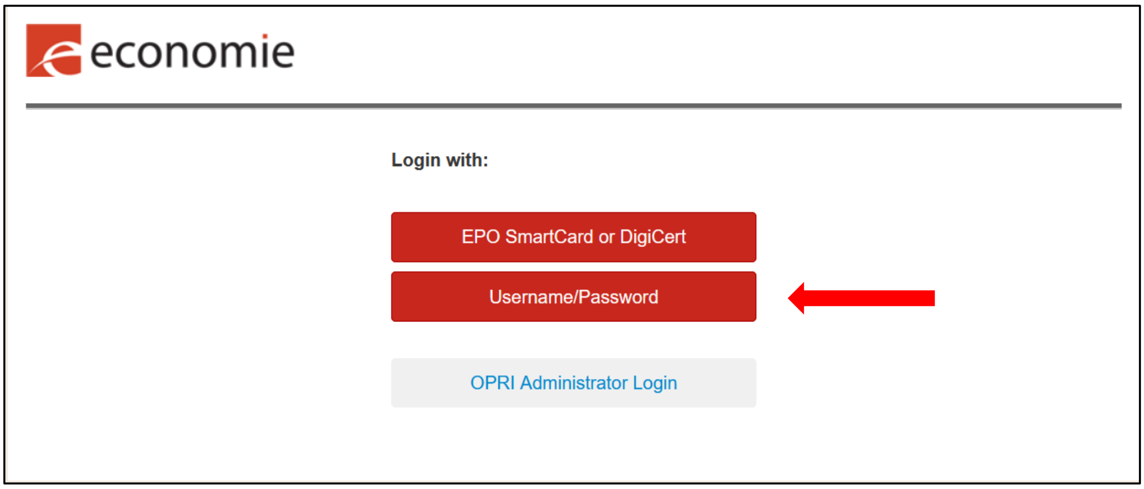
** A user can have access to multiple accounts in MyPage. If this applies to you, the next step is to select an account.*

4.4. How to reset your password?

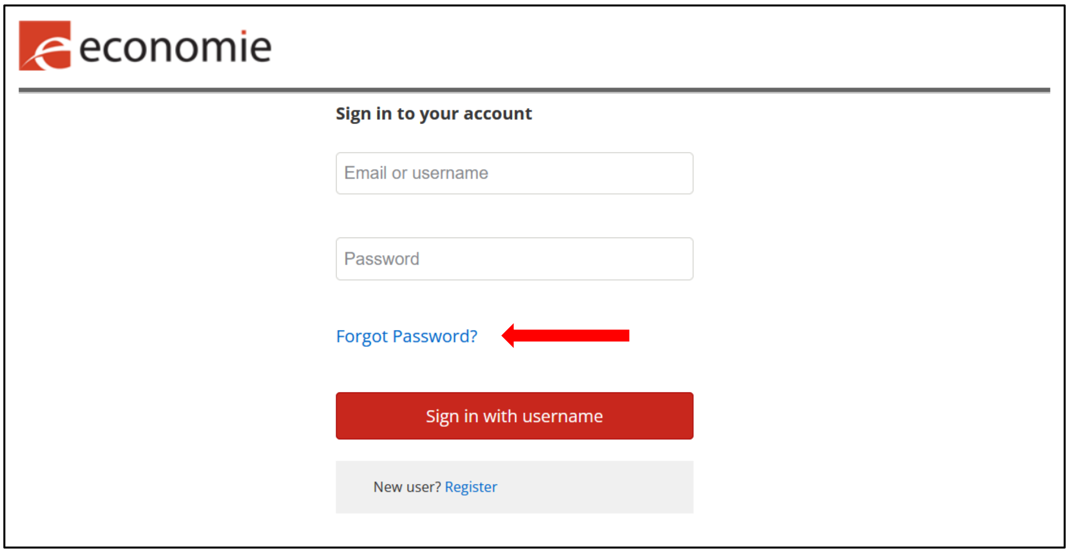
If you have forgotten your password, go to the window displaying the 2 authentication methods.



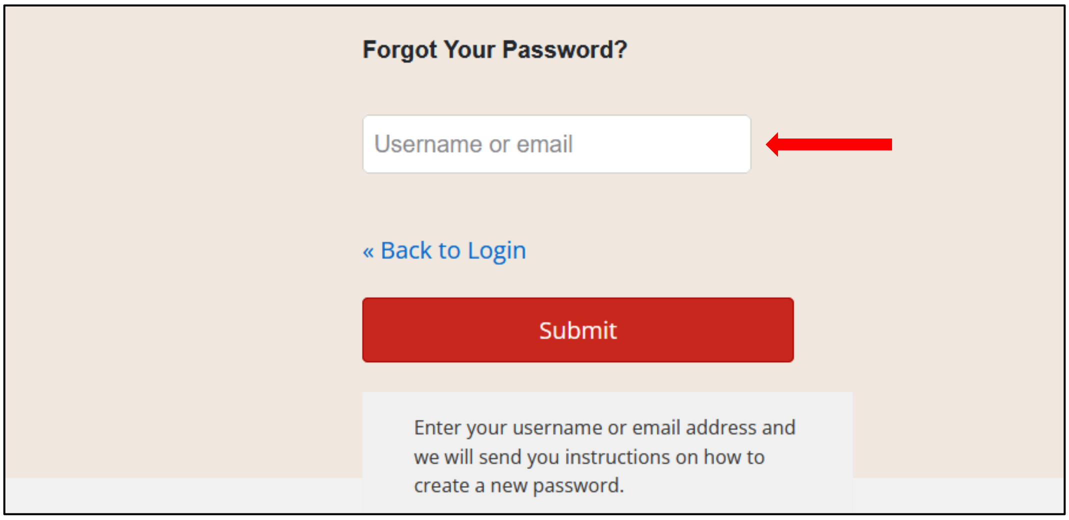
Click on the "Username/Password" button

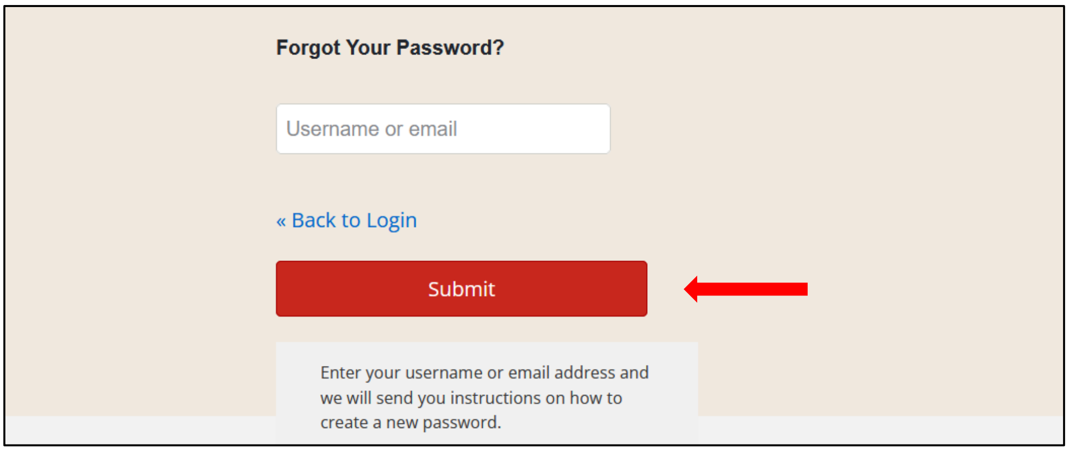


Click on "Forgot Password?".



Fill in your email address and click on “Submit”.





Hereafter, you will receive instructions by email to set up a new password.

5. Available data

At the top of the page, you will find some general links and six tabs. Depending on the profile (payer and/or portfolio), some tabs are available and others are not.

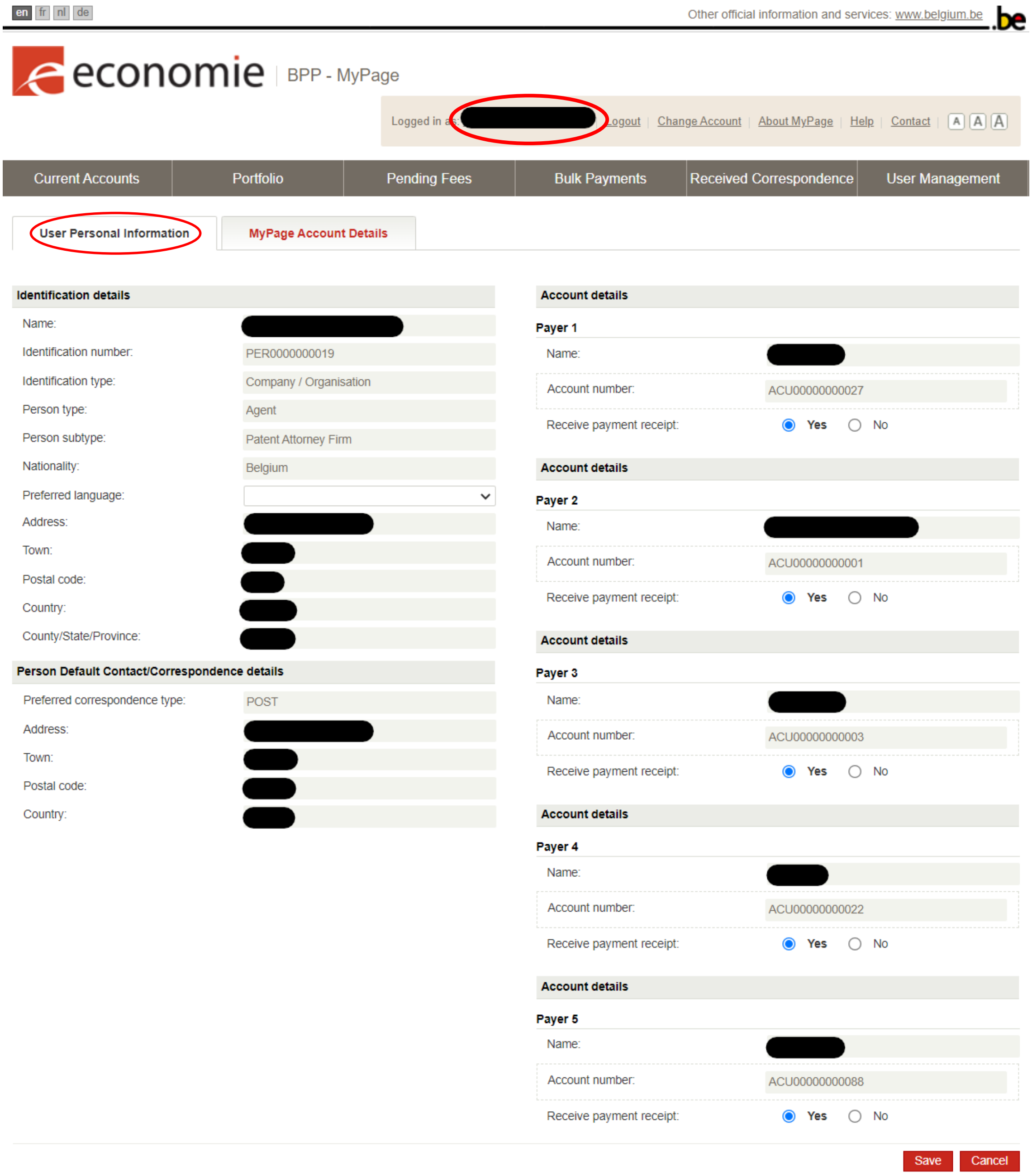
5.1. Account details

This tab is visible for every MyPage user.

To access this section, click on your account name at the top of the page.

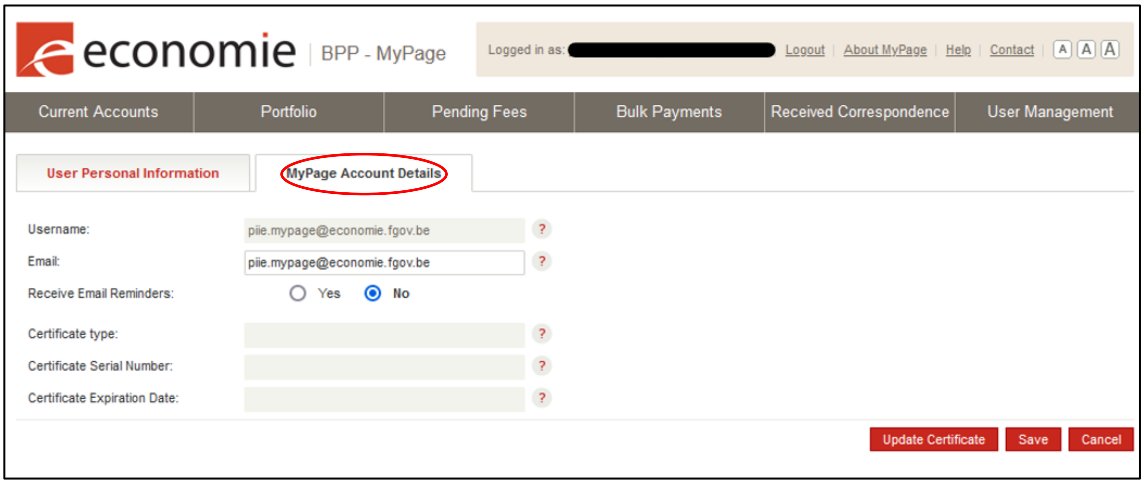
User Personal Information tab

Here you can consult the information related to the chosen account (in the left-hand column) and the current accounts linked to it (in the right-hand column).

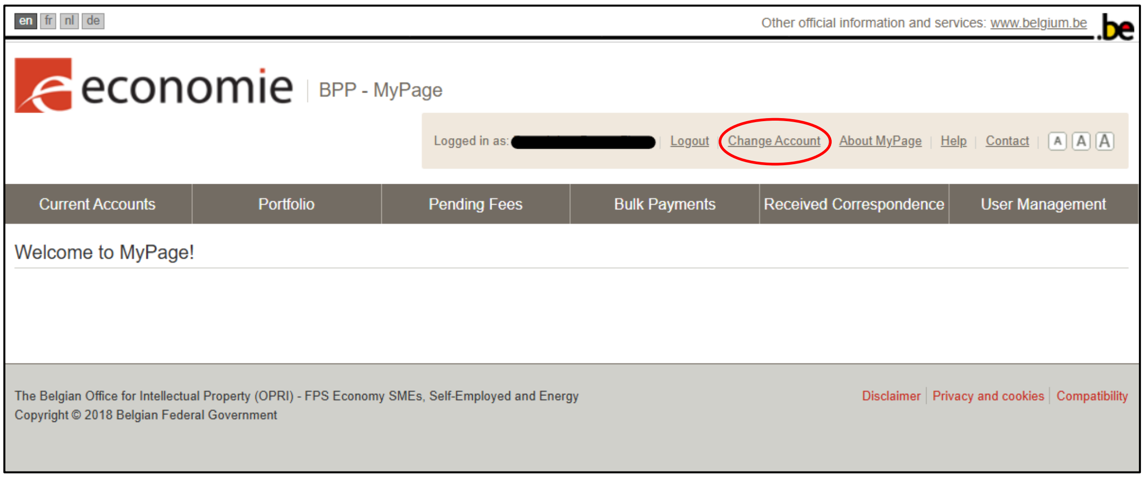


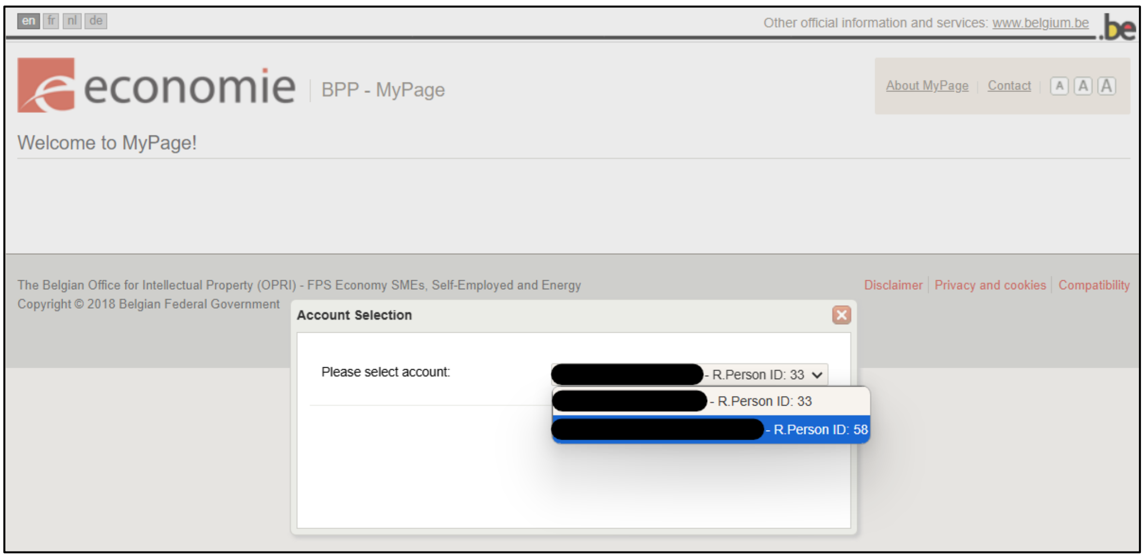
MyPage Accounts Details tab

Here you can change your email address and choose whether or not to receive email reminders for electronic correspondence. You can also update your certificate.



If you have access to multiple accounts, you can switch between them by clicking on the "Change Account" button and then selecting the account of your choice.



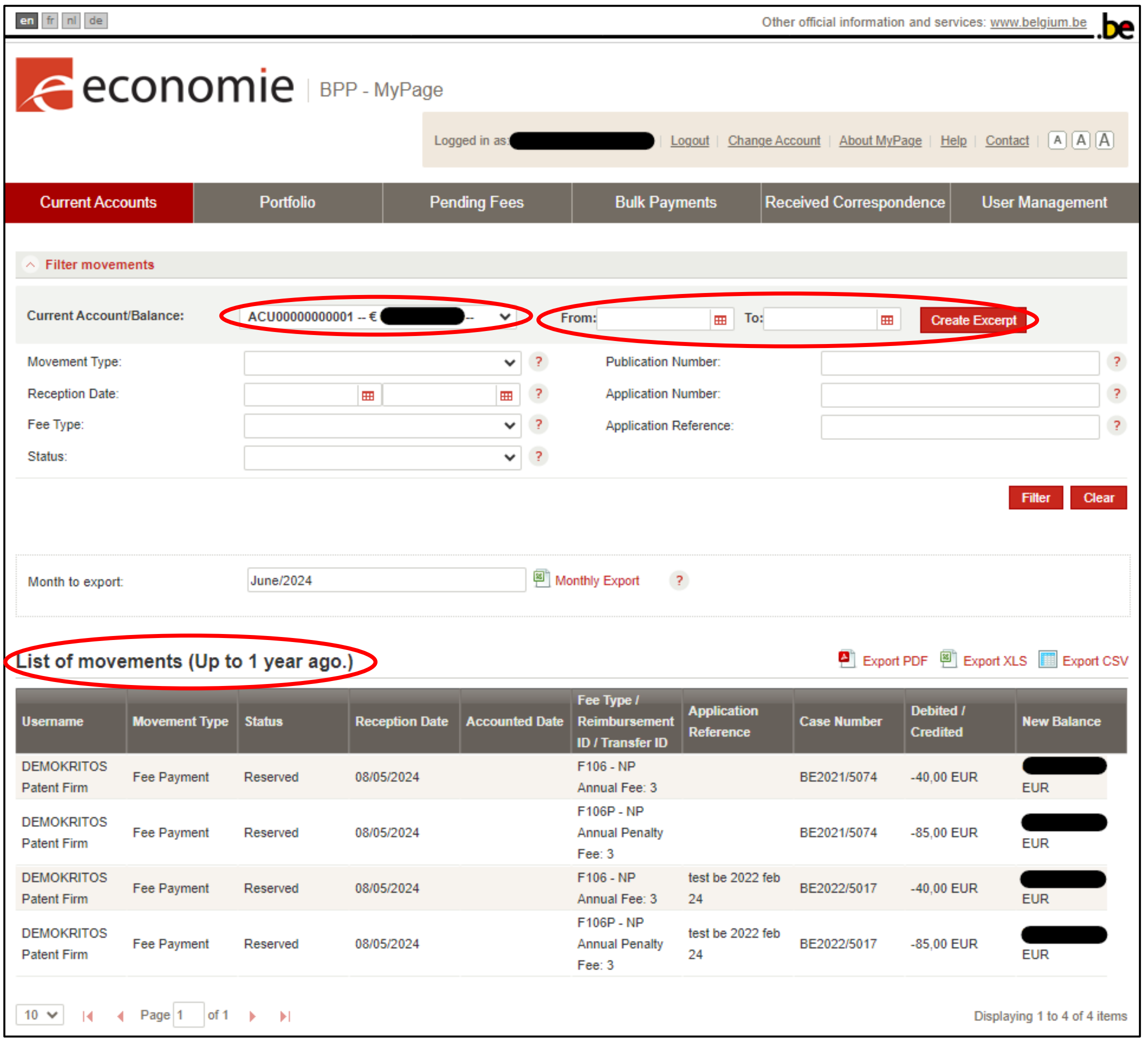


5.2. Current Accounts tab

This tab is available if you have a payer access.

Here you can:

- check your current account balance (Current Account/Balance);
- generate account excerpts in Excel format (Create Excerpt); and
- consult and download the debit and credit transactions executed on this account (List of movements).



In the "Filter movements" section, you can set a filter to display the desired transactions. The "Filter" button applies the chosen selection criteria. The "Clear" button returns to the basic view without filter.

The "List of movements" section shows the selected data. By clicking on the column title, you can sort the list in ascending or descending order.

For each transaction, you will find the following information:

- **Username**
- **Movement Type**
- **Status**: the status of the payment order if it has been submitted via MyPage. If it has not yet been processed, the status is "Reserved". Once the payment order has been processed, the status will be "Validated". When the payment order is registered, the status is "Accounted".

- **Reception Date**: the date of the payment order, except when the Office receives a deposit or executes a refund. In these two cases, the creation date in the system will be used.
- **Accounted Date**: the date on which the payment was processed for accounting purposes.
- **Fee Type/Reimbursement ID/Transfer ID**
- **Application Reference**: the reference of the patent or certificate itself, not of the payment order
- **Case Number**
- **Debited/Credited**
- **New Balance**

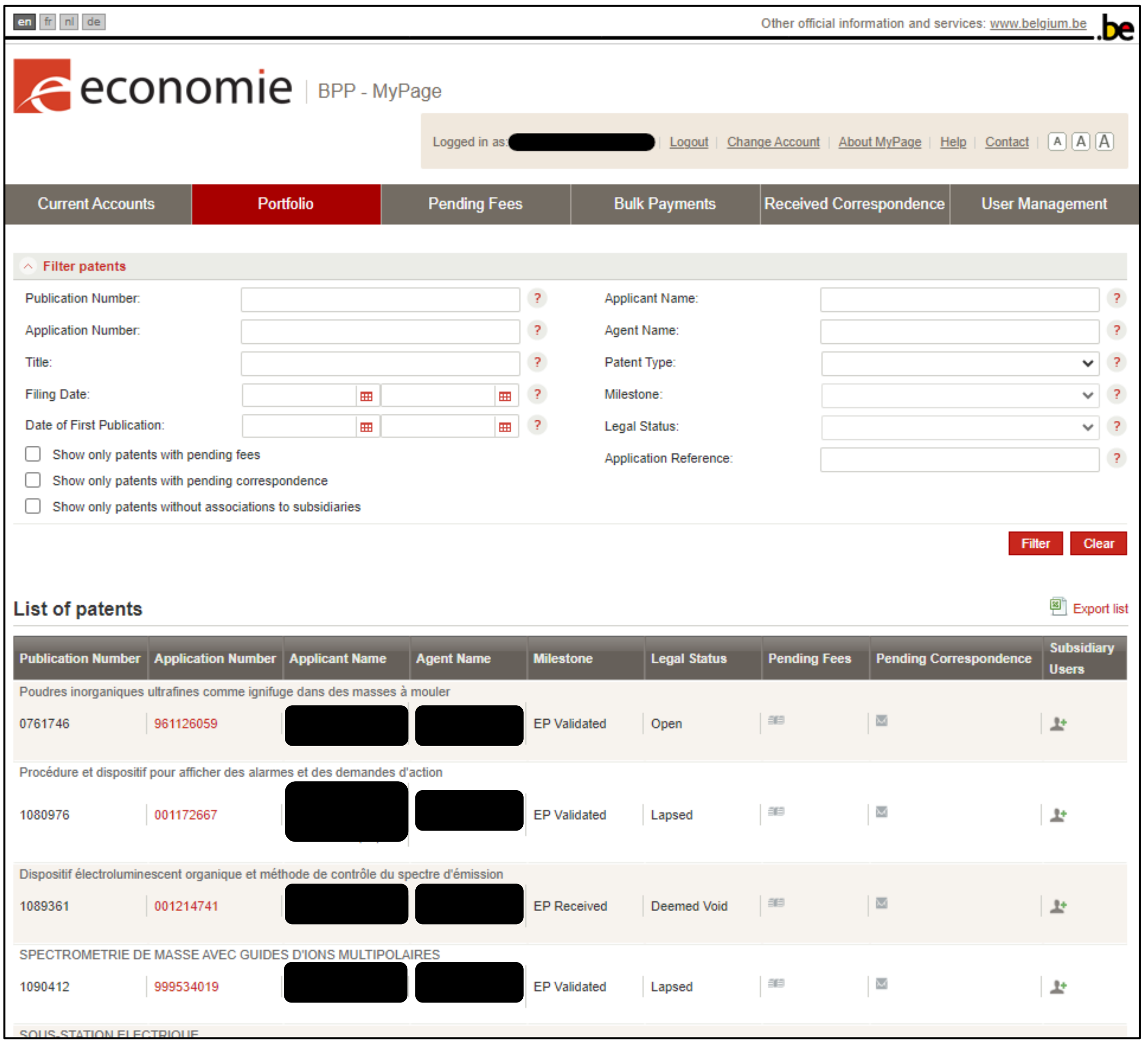
Using the “Export PDF”, “Export XLS” and “Export CSV” buttons, you can download a list of the currently shown transactions, based on the filters or not.

In addition, you can also export all transactions that took place in a certain month using the “Monthly Export” button.

5.3. Portfolio tab

This tab is available if you have a payer access.

Here you can consult the intellectual property titles associated with your profile and of which visibility in MyPage has been validated by the Office.



In the “Filter patents” section, you can set a filter to display the desired patents and/or certificates. The “Filter” button applies the chosen selection criteria. The “Clear” button returns to the basic view without filter.

The “List of patents” section shows the selected data. By clicking on the column title, you can sort the list in ascending or descending order.

For each patent or certificate, you will find the following information:

- **Publication Number**
- **Application Number**
- **Title**
- **Applicant Name**
- **Agent Name**
- **Milestone**
- **Legal Status**
- **Pending Fees**: if the symbol in this column is coloured red, a fee can be paid for the patent. By clicking on the symbol, you can navigate directly to the “Pending Fees” tab. If the symbol is grey, no fees can currently be paid.
- **Pending Correspondence**: if the symbol in this column is coloured red, a letter for the patent is available in MyPage. By clicking on the symbol, you can navigate directly to the “Received Correspondence” tab.
- **List of subsidiary users** having access to the patent or certificate concerned

Using the “Export list” button, you can download a list in Excel format of the currently shown patents and/or certificates, based on the filters or not.

By clicking on a patent number in the list, you will see the corresponding bibliographic data and a number of documents in the electronic file (Patent details).

For national patents: the documents relating to open applications or applications being processed as from 08/05/2019, will gradually be made available in the course of processing the application.[2] Documents relating to applications that have already been published or issued between the dates of 22/09/2014[3] and 08/05/2019 will not be accessible via MyPage, but can be consulted in the Belgian Public Patent Register (hereinafter, eRegister).

For supplementary protection certificates (hereinafter, SPCs): the documents relating to (applications for) SPCs filed as from 22/09/2024 are available via MyPage. The documents relating to SPC applications filed before 22/09/2014 and which are still being processed are gradually made available via MyPage while processing the application. Finally, the documents relating to SPC requests filed before 22/09/2014 and which were no longer being processed at that date, are not accessible via MyPage, but can be consulted in eRegister.

For European patents: documents relating to European patents issued and designating Belgium which were in force on or after 22/09/2024; as well as the documents relating to a translation of claims for published European patent applications designating Belgium and for which the registration and publication were requested and accepted as from 22/09/2014.

For European patent applications, also called European Patent Applications (hereinafter, EPA) and international patent applications, also called Patent Cooperation Treaty (hereinafter, PCT): documents relating to these applications filed with the Belgian Office for Intellectual Property until 31/03/2018 are not accessible via MyPage.

---

[2] For requests that are rejected or withdrawn, the documents will be accessible either during the processing of the application, or during the rejection or withdrawal.

[3] Launch date of the Benelux Patent Platform in Belgium.

Furthermore, all the documents relating to Requests for Change (hereinafter, RFC) will also be accessible via MyPage and, in the event of a request for restoration, the notification of the final decision accepting or refusing this request.

5.4. Pending Fees tab

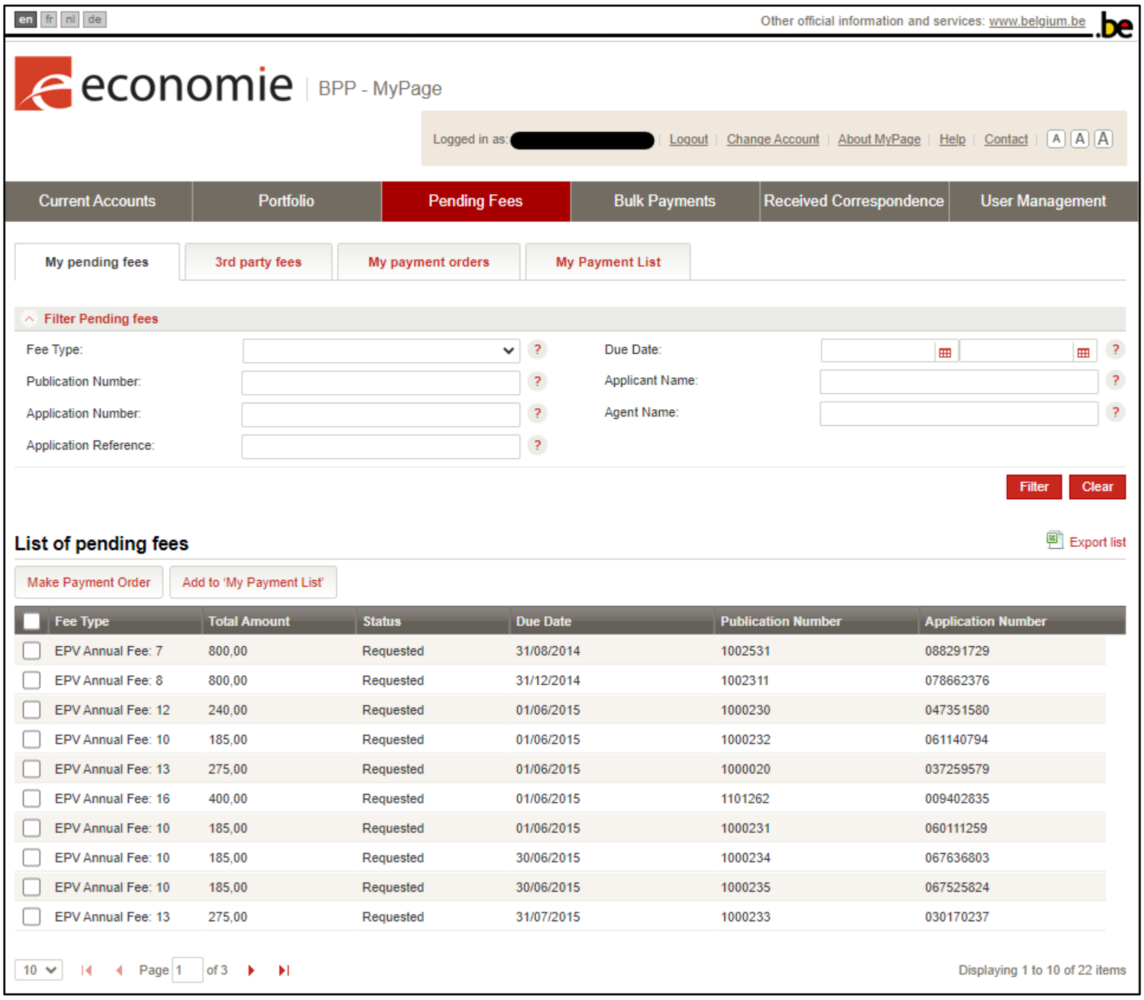
Four subtabs are available within this section, depending on the type of access:

- My pending fees: portfolio access
- 3rd party fees: payer access
- My payment orders: payer access
- My payment list: payer access

Please note that the annuities for European patents with unitary effect are not visible in MyPage since these fees must be paid to the European Patent Office and not to the Belgian Intellectual Property Office.

5.4.1. My pending fees

Here you can check the annuities due in the files assigned to you.



In the “Filter Pending Fees” section, you can set a filter to display the desired transactions. The “Filter” button applies the chosen selection criteria. The “Clear” button returns to the basic view without filter.

The “List of pending fees” section shows the selected data. By clicking on the column title, you can sort the list in ascending or descending order.

For each transaction, you will find the following information:

- **Fee Type**
- **Total Amount**
- **Status**
- **Due Date**
- **Publication Number**
- **Application Number**

Using the “Export list” button, you can download a list in Excel format of the currently shown fees, based on the filters or not.

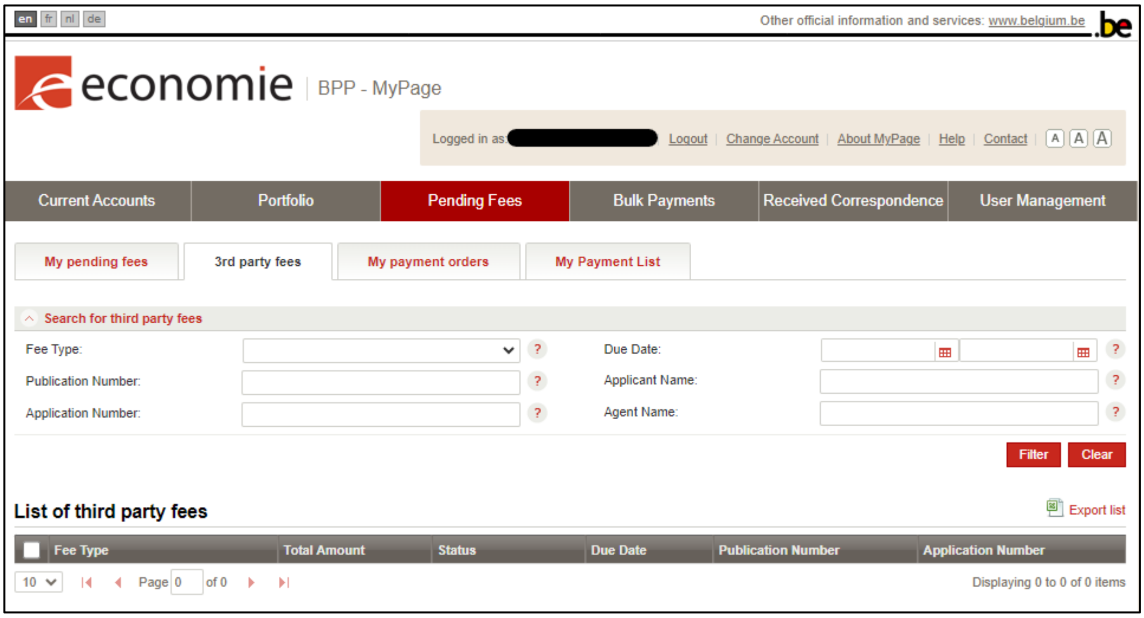
The functionalities below are only available if you have both portfolio and payer access.

After selecting one or more annuities and/or penalty fees, you can:

- use the “Make Payment Order” button to create a payment order for this selection.
- use the “Add to 'My Payment List' button to add this selection to a list of fees to be paid. You can consult this list in the “My Payment List” subtab.

5.4.2. 3rd party fees

Here you can consult all outstanding fees and create a payment order to pay them with your current account, even if they are due in files which are not assigned to you.



In the “Search for third party fees” section, you can set a filter to display the desired transactions. The “Filter” button applies the chosen selection criteria. The “Clear” button returns to the basic view without filter.

The “List of third party fees” section shows the selected data. By clicking on the column title, you can sort the list in ascending or descending order.

For each transaction, you will find the following information:

- **Fee type**
- **Total Amount**
- **Status**
- **Due Date**
- **Publication Number**
- **Application Number**

Using the “Export list” button, you can download a list in Excel format of the currently shown patents and/or certificates, based on the filters or not.

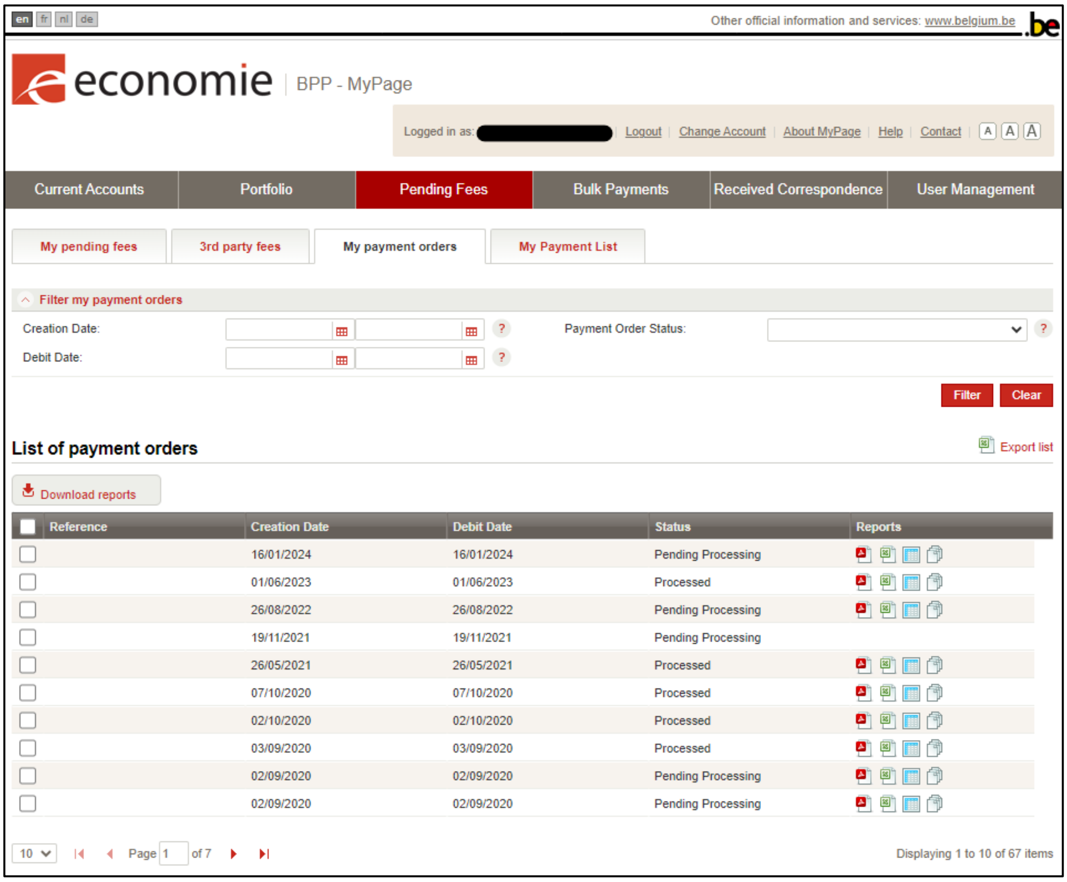
After selecting one or more annuities and/or penalty fees, you can:

- use the “Make Payment Order” button to create a payment order for this selection.
- use the “Add to 'My Payment List” button to add this selection to a list of fees to be paid. You can consult this list in the “My Payment List” subtab.

5.4.3. My payment orders

Here you can:

- check the status of the payment orders you made in the other subtabs; and
- consult the receipts and processing reports of your payment orders.



In the “Filter my payment order” section, you can set a filter to display the desired transactions. The “Filter” button applies the chosen selection criteria. The “Clear” button returns to the basic view without filter.

The “List of payment orders” section shows the selected data. By clicking on the column title, you can sort the list in ascending or descending order.

For each payment order, you will find the following information:

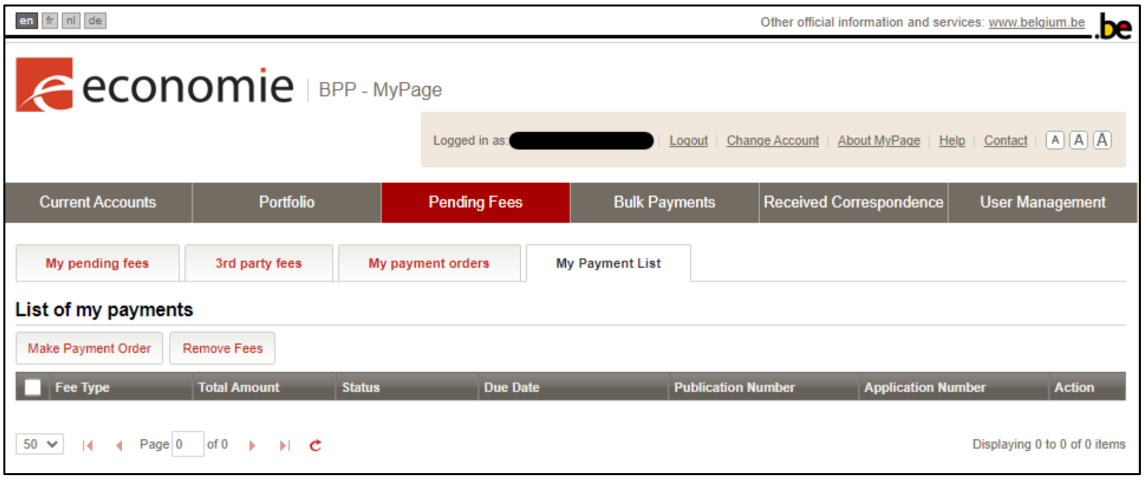
- **Reference**
- **Creation Date**: date on which the payment order is made
- **Debit Date**: date on which the amount of the payment order will be debited. If you choose the “Debit Later Date” option, this will be the “Debit Date”. If you did not choose this option, it will be the same as the “Creation Date”.
- **Status**
- **Reports**

Using the “Export list” button, you can download a list in Excel format of the currently shown patents and/or certificates, based on the filters or not.

The reports are available in PDF, Excel and CSV formats via the “Download reports” button or via the buttons in the last column. You can also download all three formats at once, by clicking the last button in the row.

5.4.4. My payment list

Here you can find the fees you have selected in the tabs “My pending fees” and “3rd party fees” using the button “Add to 'My Payment List'“. You can then select the fees you wish to pay and then click on “Make Payment Order”. You can also delete the selected fees by clicking on the “Remove Fees” button.



For each fee, you will find the following information:

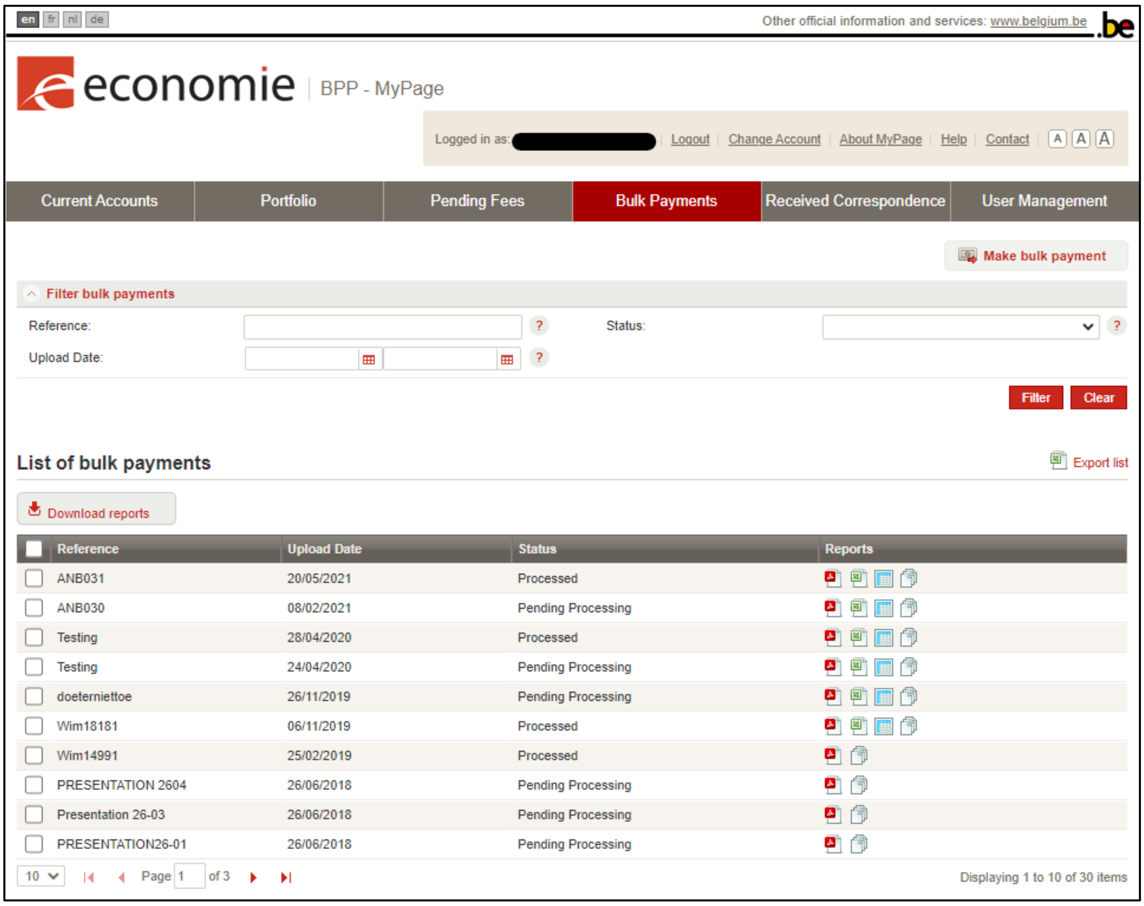
- **Fee Type**
- **Total Amount**
- **Status**
- **Due Date**
- **Publication Number**
- **Application Number**
- **Action**

5.5. Bulk Payments tab

This tab is available if you have a payer access.

Here you can:

- send the Office an XML file containing payment orders for up to 500 patents and/or certificates; and
- consult and download an overview of these bulk payments.



In the "Filter bulk payments" section, you can set a filter to display the desired transactions. The "Filter" button applies the chosen selection criteria. The "Clear" button returns to the basic view without filter.

The "List of bulk payments" section shows the selected data. By clicking on the column title, you can sort the list in ascending or descending order.

For each bulk payment, you will find the following information:

- **Reference**: the reference of the bulk payment.
- **Upload Date**
- **Status**
- **Reports**

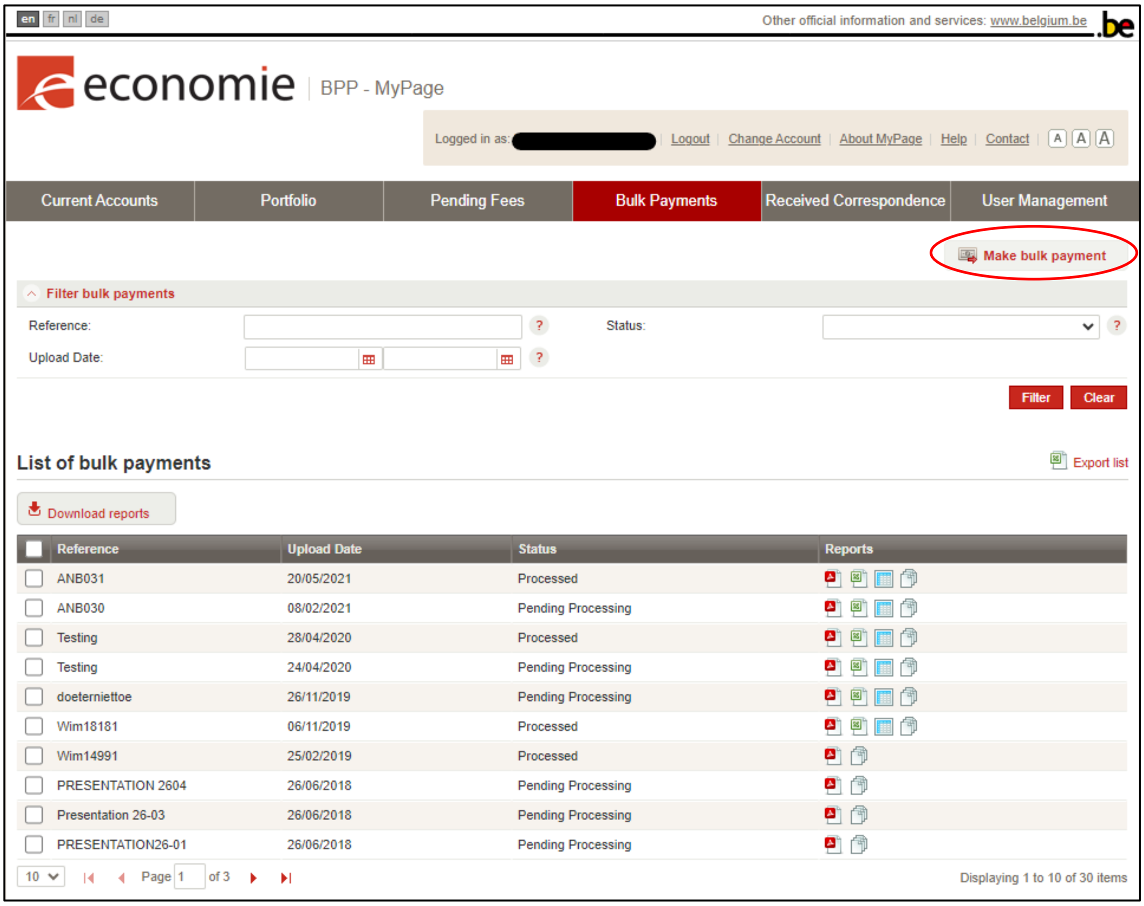
Using the "Export list" button, you can download a list in Excel format of the currently shown patents and/or certificates, based on the filters or not.

The reports are available in PDF, Excel and CSV formats via the “Download reports” button or via the buttons in the last column. You can also download all three formats at once by clicking the last button in the row.

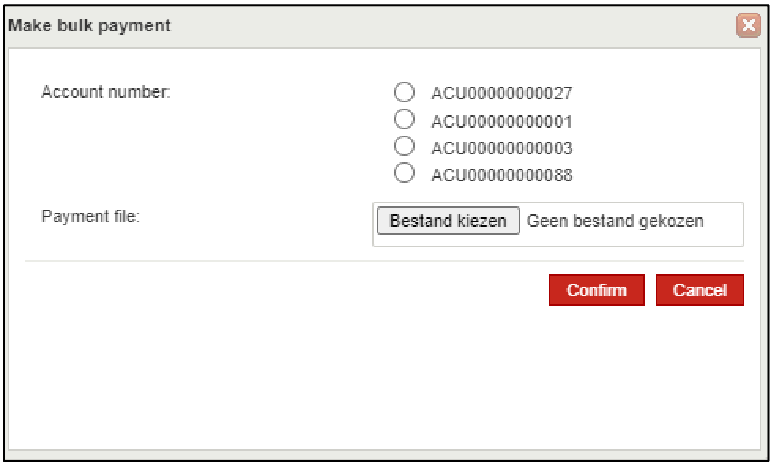
5.5.1. Sending an XML file

Appendix 1 provides more information on drawing up an XML file and some common problems.

To upload a file, click “Make bulk payment” in the top right corner.



The system will then ask to confirm the account number to be used (if you have only one current account, this will be the default choice) and to upload the file in the “Payment file” section.



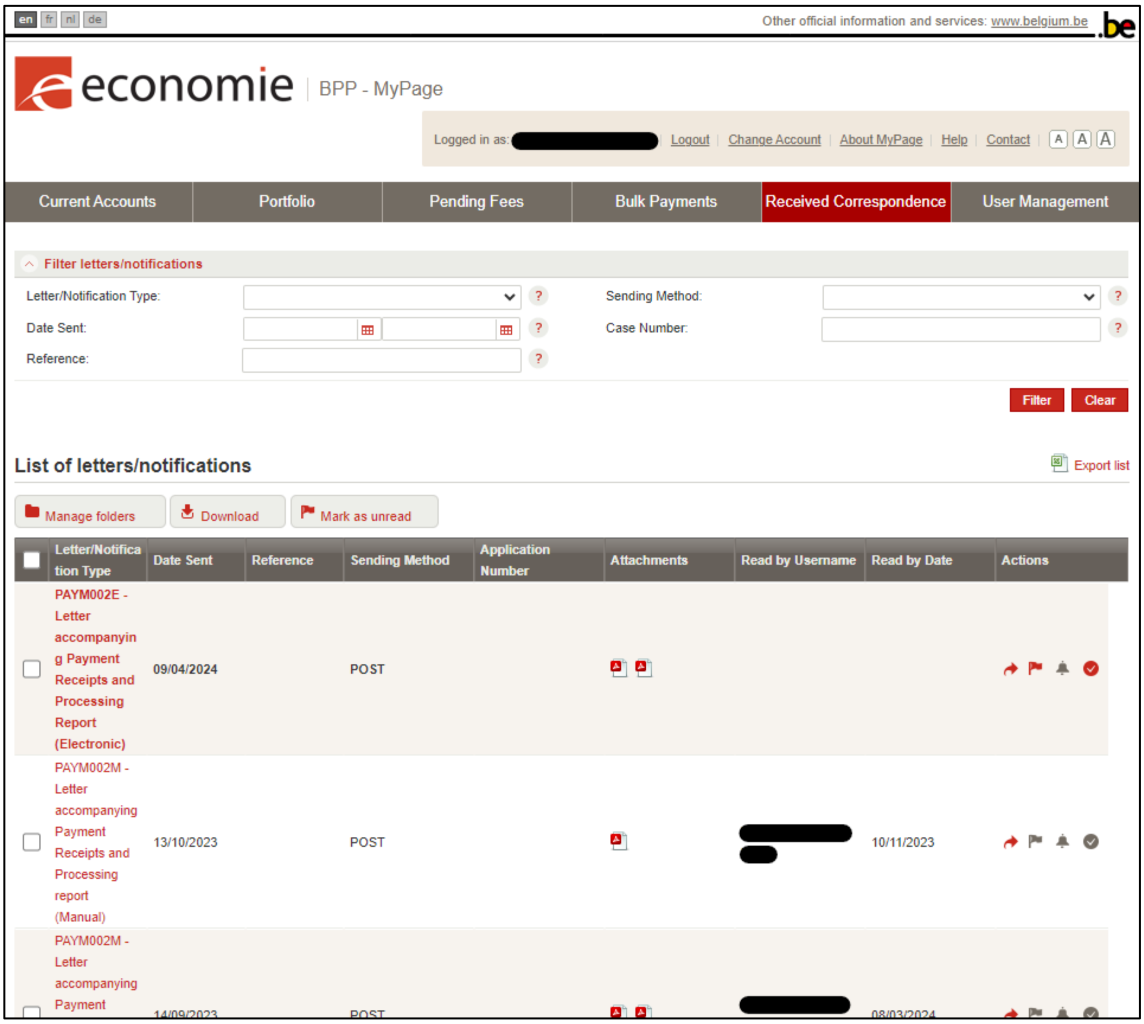
Once the XML file is uploaded, you will receive a confirmation that the payment order has been saved.

Please note that some errors in the XML may result in the upload being rejected. Other errors will not result in a rejection at this stage, but may result in the rejection of some lines of the payment order.

5.6. Received Correspondence tab

This tab is available if you have a payer access.

Here you can digitally consult the letters relating to your payments (e.g. of annuities, reimbursements, etc.) which you receive from the Office.



In the "Filter letters/notifications" section, you can set a filter to display the desired transactions. The "Filter" button applies the chosen selection criteria. The "Clear" button returns to the basic view without filter.

The "List of letters/notifications" section shows the selected data. By clicking on the column title, you can sort the list in ascending or descending order.

For each transaction, you will find the following information:

- **Letter/Notification Type**
- **Date Sent**
- **Reference**: the reference indicated in the letter as "your reference".

- **Sending Method**
- **Case Number/Application Number**: the "Case Number" filter refers to the "Application Number" column and will only contain information for letters concerning one specific intellectual property title.
- **Attachments**: the enclosed documents can be downloaded by clicking on the icons in this column.
- **Read by User Name**
- **Read by Date**
- **Actions**

Using the "Export list" button, you can download a list in Excel format of the currently shown patents and/or certificates, based on the filters or not.

You can use the buttons at the top of the list to:

- make folders (Manage folders);
- download letters with a maximum of 10 at the same time (Download); and
- mark a letter as unread (Mark as unread).

The last column "Actions" also contains buttons to perform certain actions:

- The red arrow "Quick Reply" allows you to reply to the letter directly to the Office.
- The red flag "Mark as unread" allows you to mark a letter as unread.
- The bell "Create/Edit Reminder" allows you to set or change a reminder. If the symbol is red, a reminder is set.
- The checkmark "Not Handled" will automatically turn red for new letters. Once processed, you can uncheck this symbol.

5.7. User Management tab

This tab is available if you are the parent user or if you have been assigned the access rights "USERMANAGEMENT_SUPER_USER" or "MYPAGE_SUPER_USER" as a subsidiary user.

Here you can manage the access rights of your team members. This creates an overview of users within your own structure.

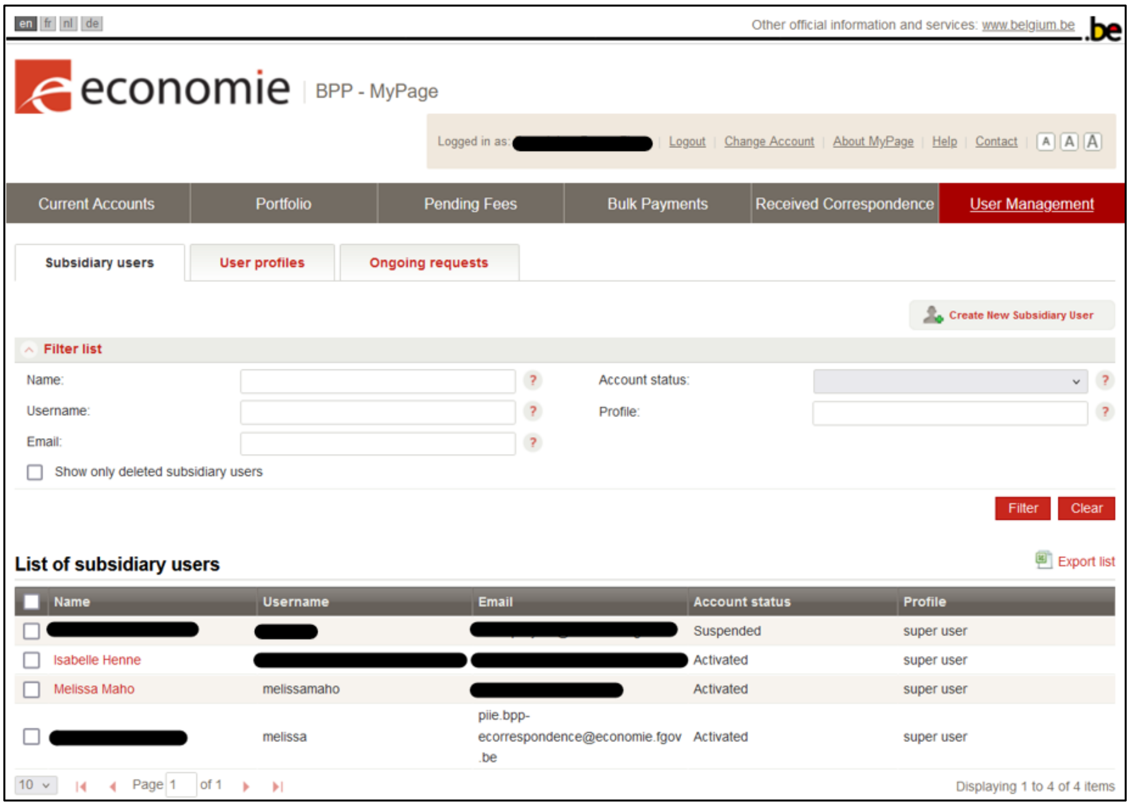
5.7.1. Overview of the different subtabs

Subsidiary users tab

Here you will find an overview of all existing users. For each user, you will find his personal data, status and profile:

- **Activated**: the access is activated and the user can make use of the assigned access rights.
- **Pending activation**: the application remains to be validated by the subsidiary user via the activation email.
- **Suspended**: the user's previously assigned access rights have been temporarily suspended.
- **Deleted**: the user's access has ben permanently deleted.

On this tab, you can also add or delete users and change their data.

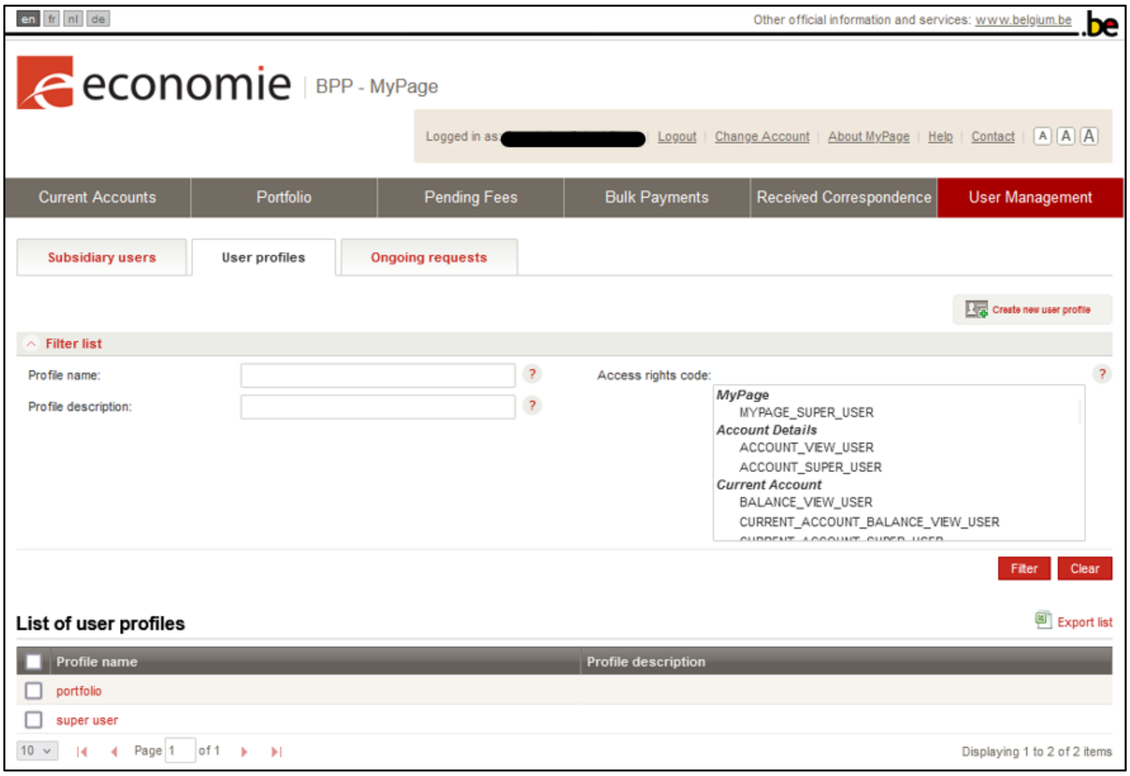


User profiles tab

Here you will find an overview of the various user profiles that can be assigned to subsidiary users. You can also create new user profiles or modify existing ones.

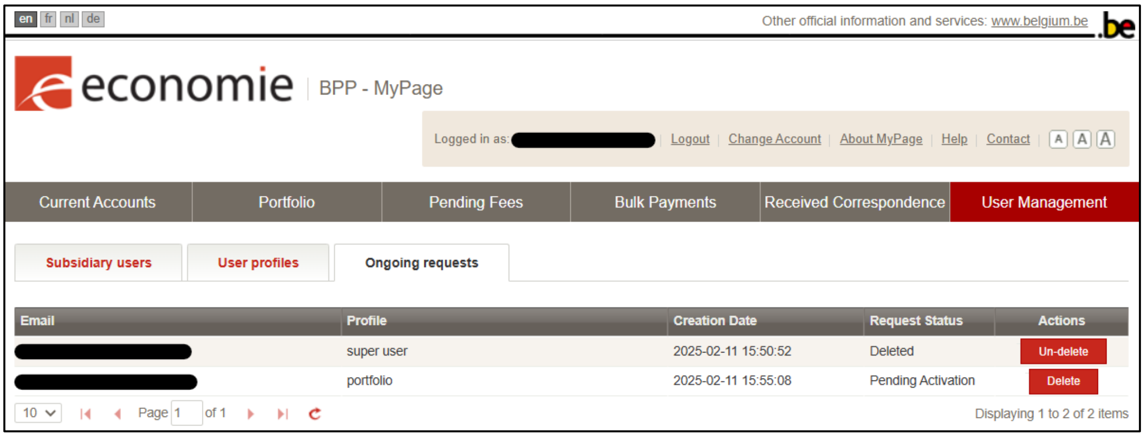
A user profile contains the various access rights that a user with this profile will have. Appendix 2 provides more information on the possible access rights.

The number of profiles is unlimited, so you can create a profile for any type of employee.



Onglet Ongoing requests

Here you will find an overview of current requests for new subsidiary users who have not yet clicked on the activation link (see **section 5.7.2.**). You can also delete the ongoing requests or cancel the deletion using the buttons in the column “Actions”.

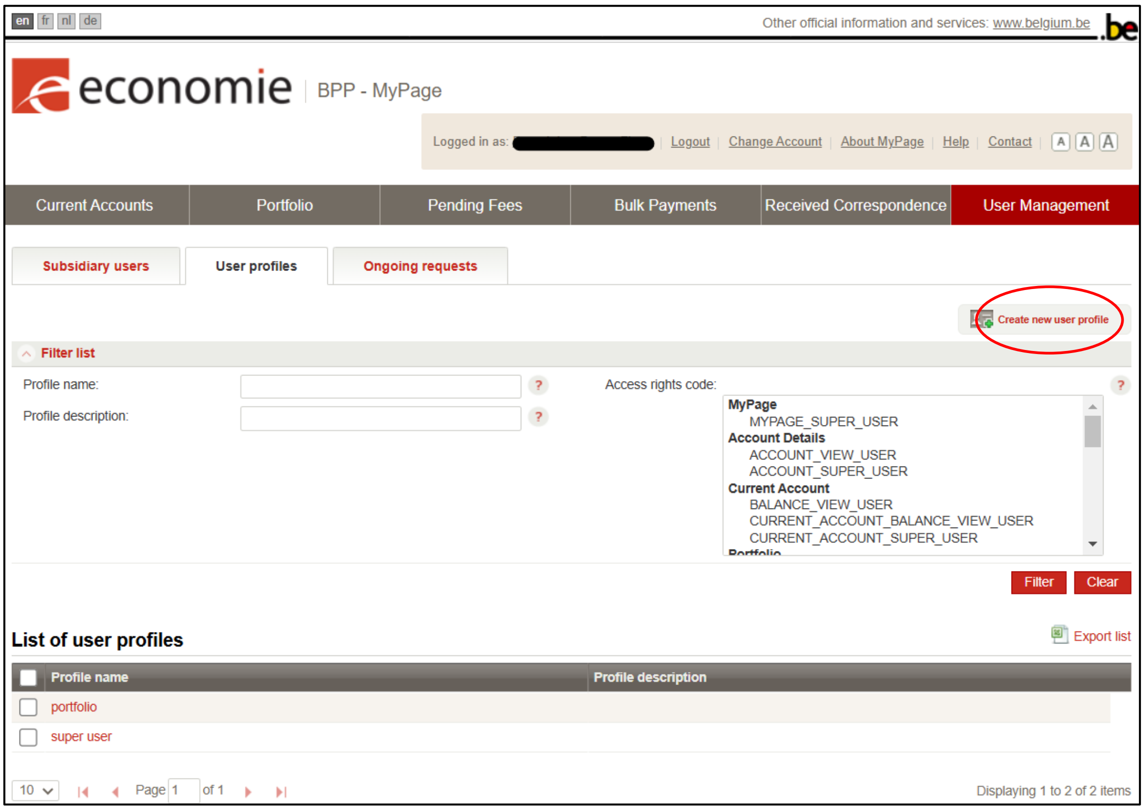


5.7.2. Creating a new subsidiary user

__Note:__ it is very important that the parent user and the subsidiary user fill in the same email address in order for the system to properly link the parent user’s request to the activation carried out by the subsidiary user.

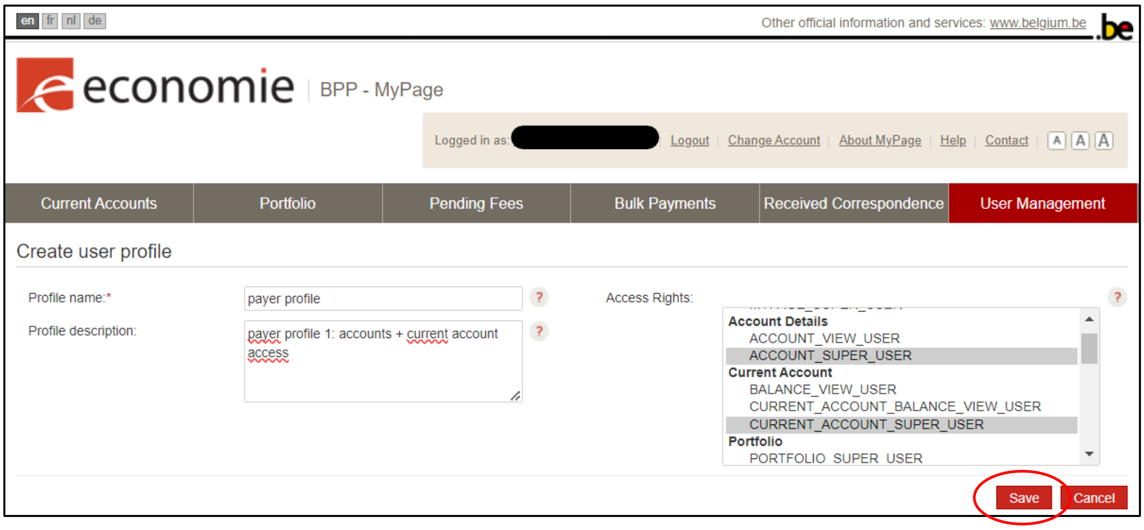
Step 1: creating a user profile

Open the “User profiles” tab and click on the button “Create user profile” in the top right corner.



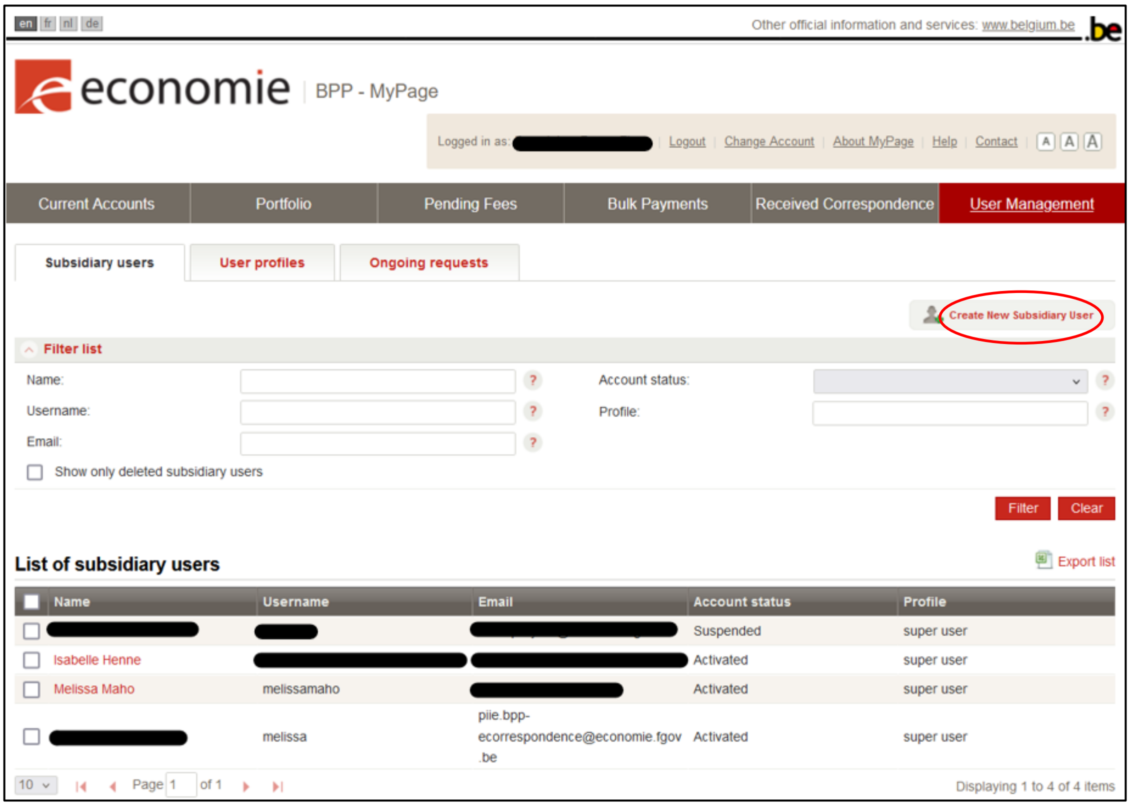
In the left-hand column you can enter a name and description of the profile. In the right-hand column you can select the desired access rights. The chosesn access rights are marked in grey.

Do not forget to save the profile by clicking on the “Save” button.

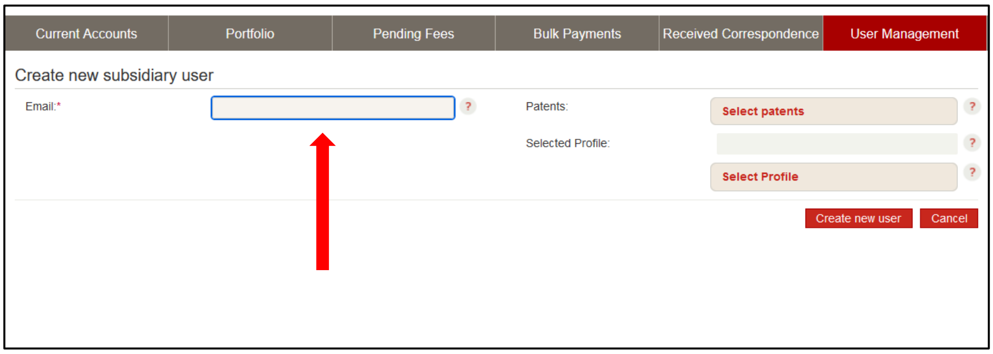


Step 2: creating a subsidiary user

Return tot he “Subsidiary users” tab by clicking on the main tab “User Management”. Then click on the button “Create New Subsidiary User”.

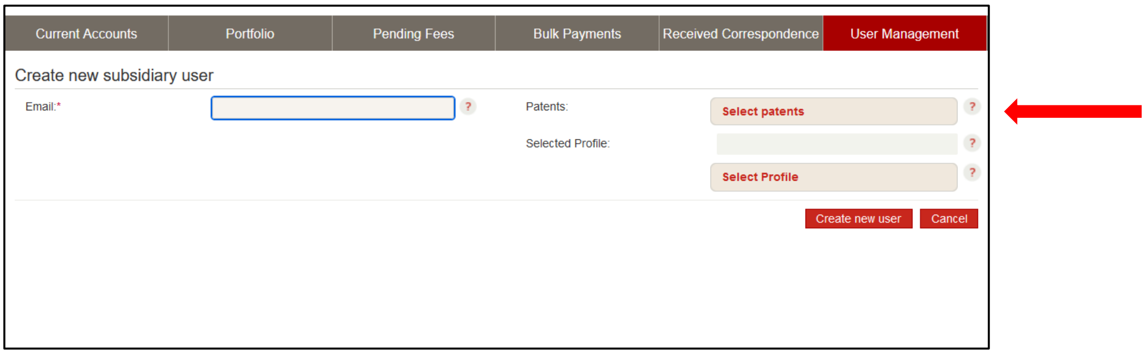


Fill in the "Email" field with the email address of the new subsidiary user.



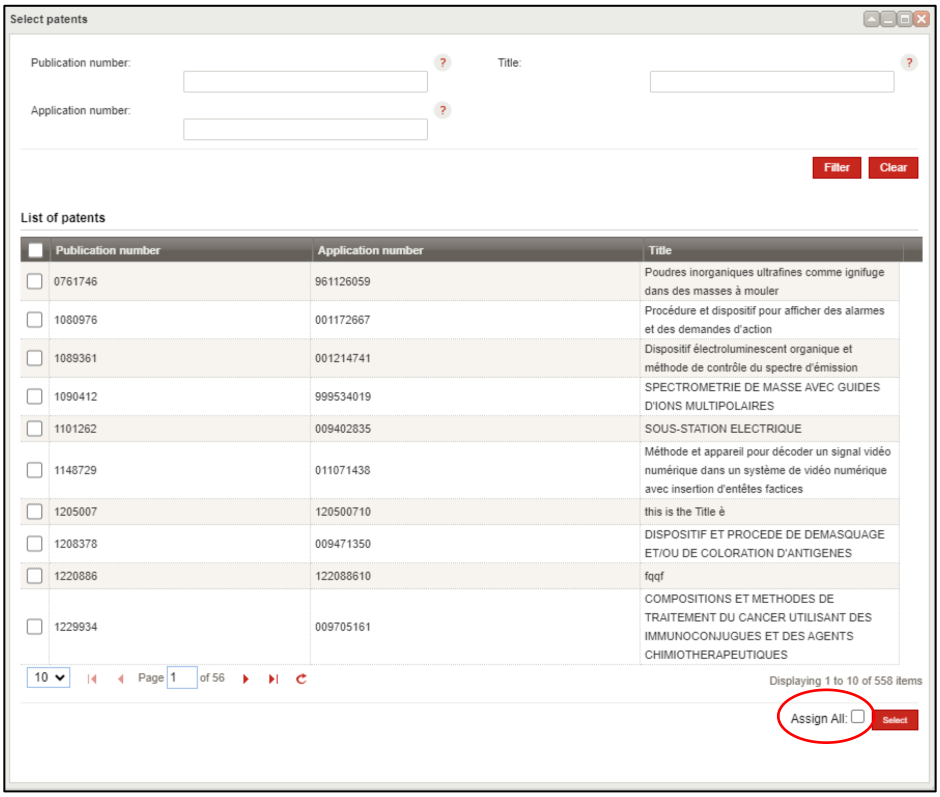
Select the patents to which the user must have access (Patents)

Click on "Select patents".



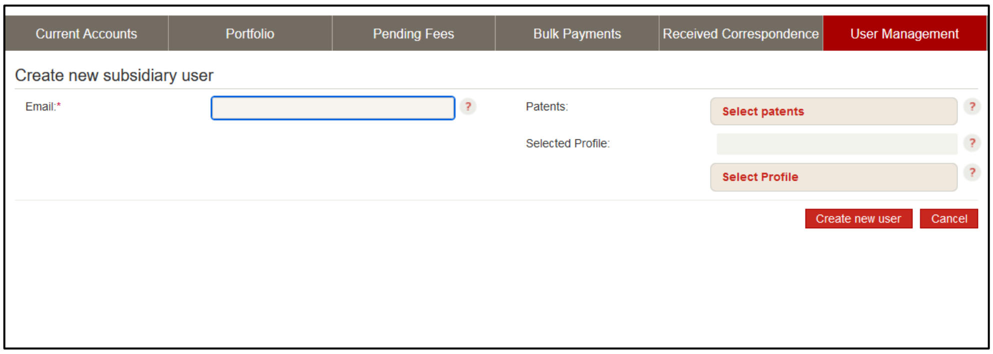
If you want to give the user access to <u>all current and future IP titles</u> in your firm's portfolio, you can use the "Assign all" button at the bottom of the page.

If you want to give the user access to <u>certain existing IP titles</u>, you need to select the appropriate patents and add them by clicking on the "Select" button.

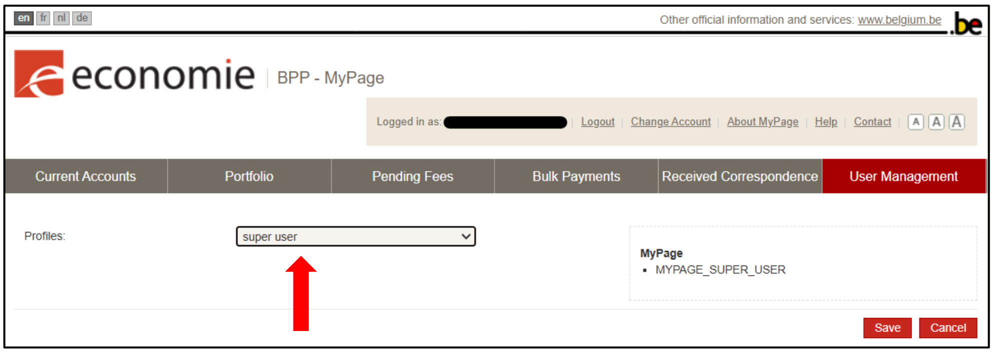


Select the user Profile

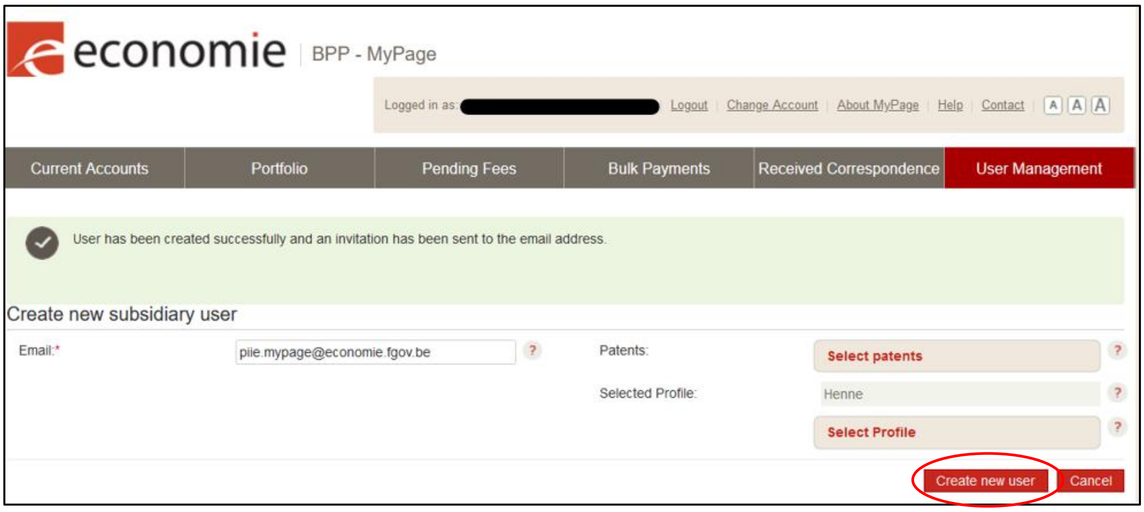
Click on "Select profile".



Then select one of the profiles created in the "User profiles" tab



Once all this information has been completed, you can create the new user by clicking on "Create new user".



Step 3 (for the new subsidiary user): Activate the account

An automatic confirmation email including an activation link will be sent to the email address indicated by the parent user in the "Email" field. The user needs to click on the activation link.

Dear User,

You have been registered as a subsidiary account of user [redacted]

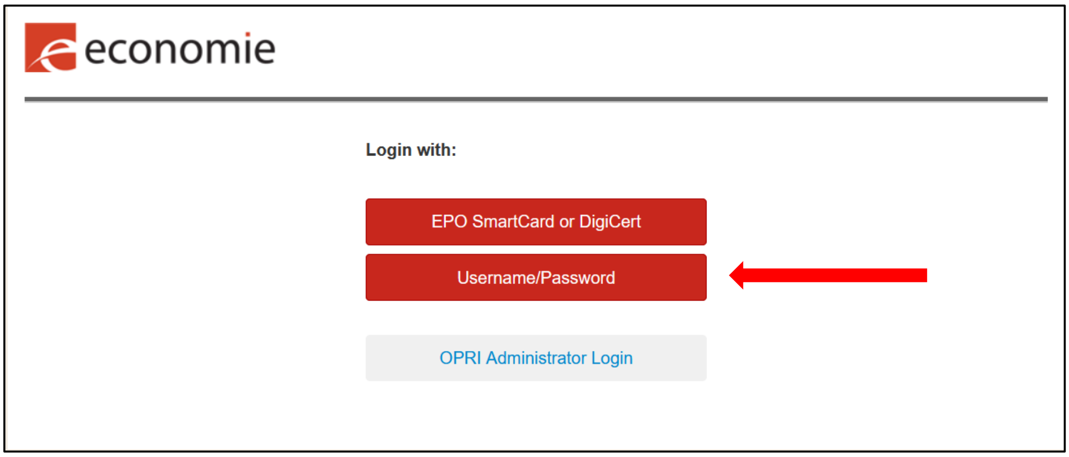
Please click the link below to complete the registration.

https://preprod.mypage.patents.economie.fgov.be/fo-mypage

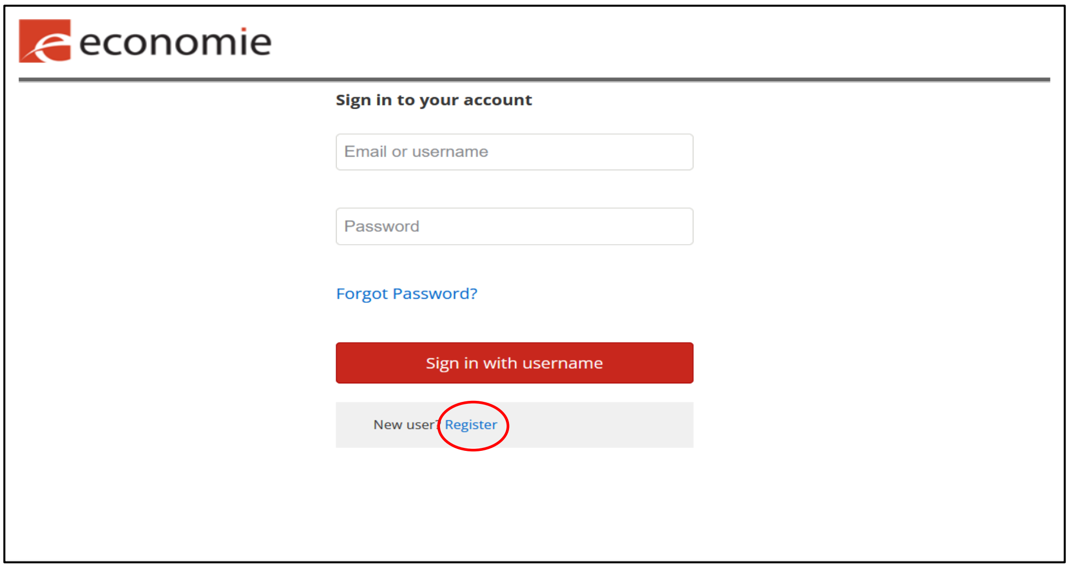
Yours faithfully,

Office for Intellectual Property

A new window appears showing the 2 authentication methods. The user must click on the "Username/Password" button.



Then, the user must click on the "Register" button to access the registration form.



It is essential that all fields of the form are filled in correctly. The fields “Contact name” and “Contact Email” at the bottom of the page do not have to be filled in.

Welcome to MyPage

Please fill your information

* Mandatory

Username *

Password *

Name *

Confirm password *

Email *

Address

Postal Code

Town

Country

Telephone

Please indicate who will be the main contact person for MyPage communication for this MyPage account:

- The person indicated above
- The person indicated below (specify)

Once the user clicks save, a new window appears:

Welcome to MyPage

⚠ You need to verify your email address to activate your account.

An email with instructions to verify your email address has been sent to your address piie.mypage@economie.fgov.be.

Haven't received a verification code in your email?

Click here to re-send the email.

The user receives a second email with a new link. He needs to click on this link to view the window on the next page.

Dear Isabelle,

Please click the link below to activate your subsidiary account of user [redacted]

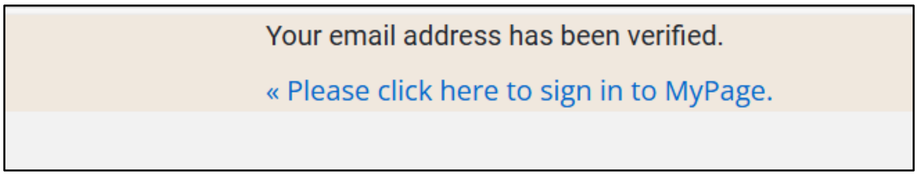
Link to e-mail address verification

This link will expire within 30 minutes.

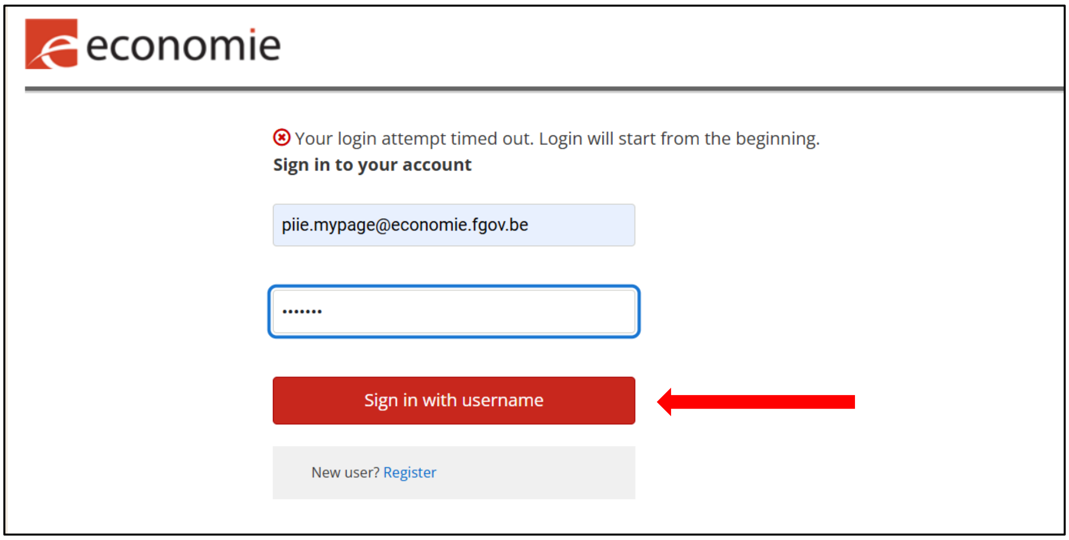
If you didnt create this account, just ignore this message.

Yours faithfully,

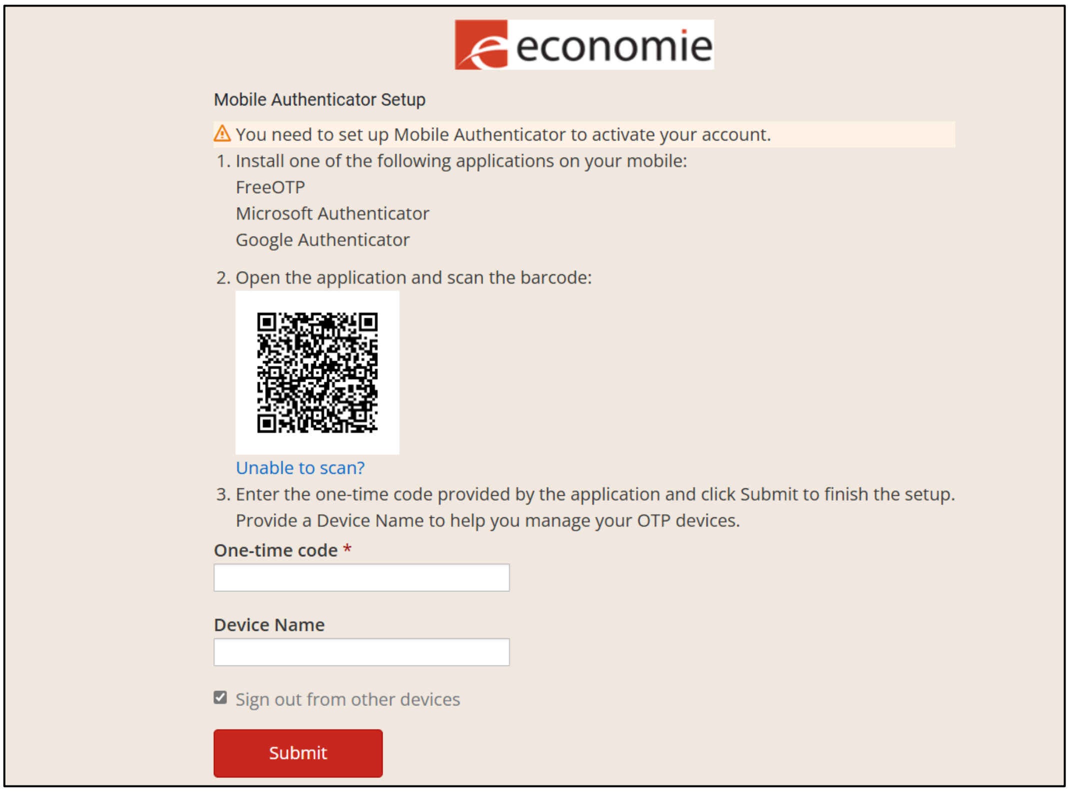
Office for Intellectual Property



The user clicks on the link and ends up on the login page. Here, the user must indicate his/her email address and the password chosen during registration. Hereafter, the user clicks on the "Sign in with username" button.

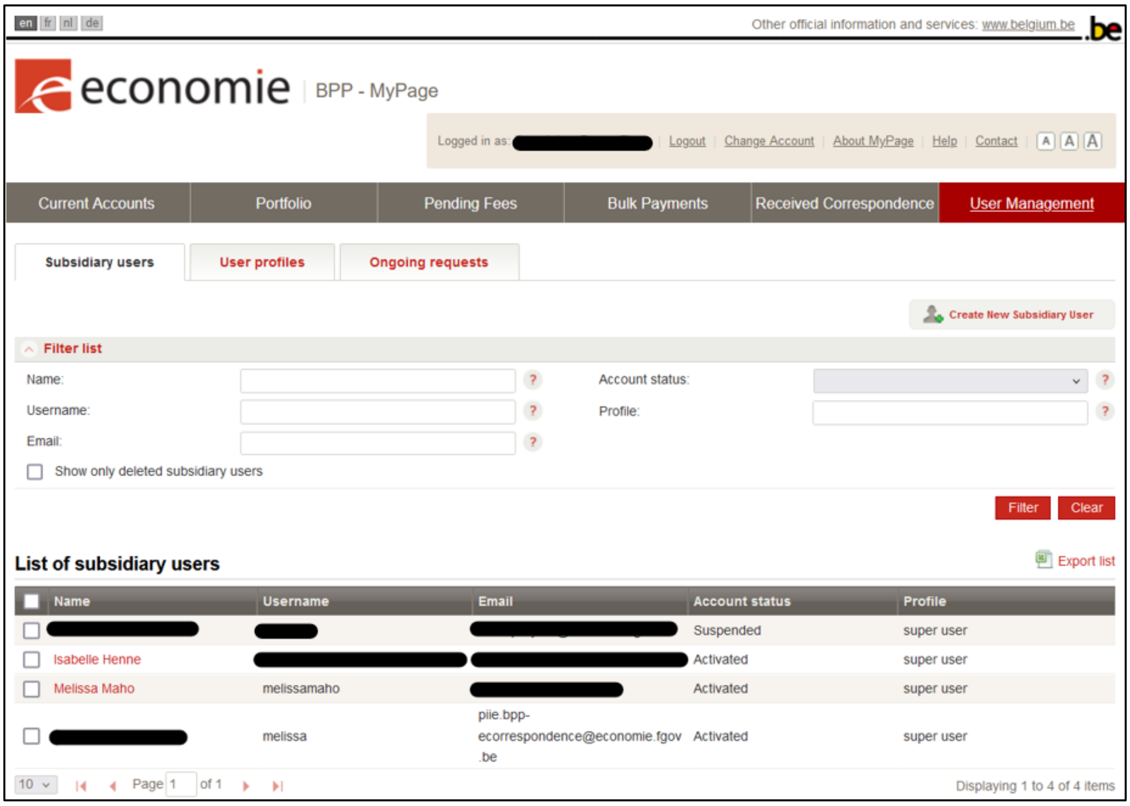


The user will now be prompted to configure two-factor authentication (see **section 4.2.**)



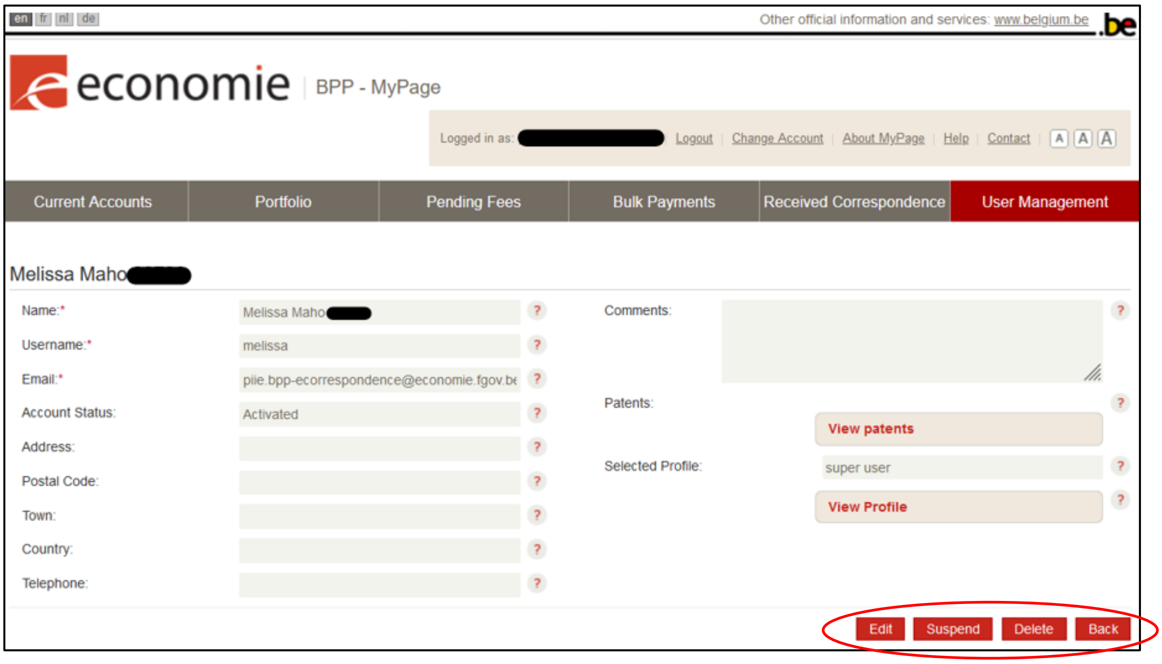
5.7.3. Modify an existing subsidiary user

Find the user whose data you want to edit and open it by clicking on the name.



You can then perform various actions by clicking on the buttons at the bottom right:

- **Edit :** edit contact information, assigned patents, and user profile. To commit the changes, click on "Update". To cancel the changes, click on "Cancel".
- **Suspends :** temporarily suspend a user's access without removing them. To reactivate access, click on "Un-suspend".
- **Delete :** permanently remove the user's access.



Appendices

Appendix 1: Information on XML files

XML stands for “eXtensible Markup Language”: it is a descriptive language used to organise data, with the aim of exchanging data between machines.

Within MyPage, you can upload an XML file in the “Bulk Payments” tab to send payment orders for up to 500 intellectual property titles combined in one file. For more info, please consult point 6.4.1. “Sending an XML file”.

Structure of an XML file

This depends on the sending method (via email or via MyPage). In MyPage, the Payer ID and reception date are not necessary.

On the next page you will find what a valid XML payment order looks like, with additional explanations for each field.

```xml
<?xml version="1.0" encoding="UTF-8"?>
<PaymentOrder>
<DebitLaterDate>DATE</DebitLaterDate>
<PaymentOrderReference>REF</PaymentOrderReference>
<PaymentOrderRecord>
<CaseNumber>NUMBER</CaseNumber>
<CaseType>TYPE</CaseType>
<Fee>
<FeeType>FEECODE</FeeType>
<Amount>AMOUNT</Amount>
<PenaltyAmount>AMOUNT</PenaltyAmount>
</Fee>
</PaymentOrderRecord>
</PaymentOrder>
```

Overview of data in an XML file

Data relating to the entire payment order (in red)	
<PaymentOrder>	This tag indicates the beginning and the end of the payment order.
<DebitLaterDate>DATE</DebitLaterDate>	This is an optional entry that you can use if you want to debit the payment later. The “DATE” field should be no later than 5 days after the day the payment order was uploaded and should be formatted as follows: yyyy-mm-dd.
<PaymentOrderReference>REF</PaymentOrderReference>	The “REF” field is your reference for the payment order.

Gegevens i.v.m. de te betalen taksen (in het blauw)	
<PaymentOrderRecord>	This field is used to separate the different lines of the XML file.
<CaseNumber>NUMBER</CaseNumber>	The “NUMBER” field is the identification number of the intellectual property title for which a fee is paid: • for a national patent: the application number yyyy/nnnn* or BEyyyy/nnnn** • for a European patent: the publication number nnnnnnn (without “EP” in front of it) • for a supplementary protection certificate (SPC): the application number yyyyC/nnnn or nnCnnnn
<CaseType>TYPE</CaseType>	The “TYPE” field is the type of intellectual property right and should only be used if an additional fee for overdue payment has to be paid: • for a national patent: NP • for a European patent: EPV • for a supplementary protection certificate: SPC • for an international patent (Patent Cooperation Treaty): PCT
<FeeType>FEECODE</FeeType>	The “FEECODE” field depends on the type of fee and the type of intellectual property right: • annuities for a national patent: F106 to F123 • annuities for a European patent: F503 to 520 • annuities for an SPC based on national patents: F406 to F410 • annuities for an SPC based on European patents: F412 to F416
<Amount>AMOUNT</Amount>	The “AMOUNT” field is the amount of the fee expressed as an integer.
<PenaltyAmount>AMOUNT</PenaltyAmount>	The “AMOUNT” field is the amount of the additional fee for overdue payment, expressed as an integer 85 or 230. This entry should only be used if an additional fee for overdue payment has to be paid.

** for Belgian patents with a number up to 2014/0656*

*** for Belgian patents with a number starting from BE2014/0657*

Common problems with XML files

For national patents:

Concerning the “NUMBER” field:

- For patents with a number up to 2014/0656, the indication “BE” should not be included in the patent number.
- For patents with a number starting from BE2014/0657, the indication “BE” has to be included in the patent number.
- The application number should be used and not the application number.

For European patents:

Concerning the “NUMBER” field:

- The publication number should be used and not the application number.
- The indication “EP” should not be included in the patent number.

For SPC’s:

Concerning the “FEECODE” field:

- This code depends on the type of basic patent.

Appendix 2: Overview of access rights

This appendix contains the access rights that a parent user can grant to the accounts of subsidiary users (see point 6.6 User Management tab).

Access rights	MyPage section	Description
ACCOUNT_VIEW_USER	Account Details	• View the Account Details page.
ACCOUNT_SUPER_USER	Account Details	• View the Account Details page. • Edit the Account Details page.
BALANCE_VIEW_USER	Current Account	• View the Account/Balance.
CURRENT_ACCOUNT_BALANCE_VIEW_USER	Current Account	• View the Account/Balance. • Look up and view the transactions on the current account.
CURRENT_ACCOUNT_SUPER_GEBRUIKER	Current Account	• View the Account/Balance. • Look up and view the transactions on the current account. • Download a list of the transactions on the current account.
PORTFOLIO_SUPER_USER	Portfolio	• Look up and view the intellectual property titles the user is granted access to. • Export a list of intellectual property titles the user is granted access to. • View the Patent Details and Patent Documents of the intellectual property titles the user is granted access to.

FEES_VIEW_USER	Pending Fees	• Look up and view the fees due for the patents the user is granted access to. • Export a list of fees due for the patents the user is granted access to.
FEES_SUPER_USER	Pending Fees	• Look up and view the fees due for the patents the user is granted access to. • Export a list of fees due for the patents the user is granted access to. • Pay the fees due. • Add the fees due to "My Payment List". • Pay the fees due via "My Payment List".
PARTY_FEES_VIEW_USER	3rd Party Fees	• Look up and view the 3rd party fees. • Export a list of 3rd party fees.
PARTY_FEES_SUPER_USER	3rd Party Fees	• Look up and view the 3rd party fees. • Export a list of 3rd party fees. • Pay the 3rd party fees due. • Add the 3rd party fees due to "My Payment List". • Pay the 3rd party fees due via "My Payment List".
PO_REPORTS_VIEW_USER	My Payment Orders	• Look up and view the registered payment orders that have been created by the parent user and subsidiary users.
PO_REPORTS_SUPER_USER	My Payment Orders	• Look up and view the registered payment orders that have been created by the parent user and subsidiary users. • Export a list of registered payment orders that have been created by the parent user and subsidiary users.

PARTY_PO_REPORTS_VIEW_USER	My Payment Orders	• Look up and view the payment orders of paid 3rd party fees.
PARTY_PO_REPORTS_SUPER_USER	My Payment Orders	• Look up and view the payment orders of paid 3rd party fees. • Export a list of payment orders of paid 3rd party fees.
BULK_REPORTS_VIEW_USER	Bulk Payments	• Look up and view the available bulk payments.
BULK_REPORTS_VIEW_DOWNLOAD_USER	Bulk Payments	• Look up and view the available bulk payments. • Export a list of available bulk payments.
BULK_REPORTS_SUPER_USER	Bulk Payments	• Look up and view the available bulk payments. • Export a list of available bulk payments. • Make bulk payments.
USERMANAGEMENT_SUPER_USER	User Management	• Look up and view subsidiary users. • Export a list of subsidiary users. • Manage the access rights of subsidiary users and assign patents to them. • Create new subsidiary users. • Suspend, reactivate, or delete subsidiary users.
MYPAGE_SUPER_USER	N/A	• Access to all functionalities and pages of MyPage.